



STANDARD RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe campus recipe is the uniform response to an incident. Weather events, fires, accidents, intruders and other threats to student and staff safety are scenarios that are planned and trained for by campus administration.

THE STANDARD RESPONSE PROTOCOL

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

Our campus is expanding the safety program to include the SRP, which is based on these five actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the public address system and delivered to your campus safety application.

Timely notification is essential with any type of crisis. Please verify that your contact information is current in the campus notification system.

HOLD

"In Your Room or Area"

Hold is called when halls or common areas need to be temporarily cleared.

Students:

- Clear the hallways and remain in your area or room until all clear is announced
- Do business as usual

Instructors and staff:

- Recover people from the hallway
- Lock classroom door
- Account for students, visitors and others
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Secure is called when there is a threat or hazard outside the building.

Students:

- Return to inside of building
- Do business as usual

Instructors and staff:

- Recover students, visitors and staff from outside building
- Lock exterior doors
- Increase situational awareness
- Account for students, visitors and others
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

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

Students:

- Move away from sight
- Maintain silence
- Prepare to evade or defend

Instructors and staff:

- Recover people from hallway if it is safe to do so
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Evacuate is called to move people from one location to another.

Students:

- Leave stuff behind if required to
- If possible, bring your phone
- Show your hands
- Be prepared for alternative instructions

Instructors and staff:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to evacuation location
- Account for students, visitors and others
- Report injuries or problems to first responders using Red Card / Green Card method.



SHELTER

"State Hazard and Safety Strategy"

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

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students:

- Use appropriate safety strategies for the hazard

Instructors and staff:

- Lead appropriate safety strategies for the hazard
- Account for students, visitors and others
- Report injuries or problems to first responders using Red Card / Green Card method.



IN AN EMERGENCY TAKE ACTION



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

STUDENTS

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

INSTRUCTORS AND STAFF

Close and lock the door
Account for students, visitors and others
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

INSTRUCTORS AND STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students, visitors and others
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

INSTRUCTORS AND STAFF

Recover people from hallway if possible
Close and lock the 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

INSTRUCTORS AND STAFF

Lead evacuation to specified location
Account for students, visitors and others
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado

Hazmat

Earthquake

Tsunami

Safety Strategy

Evacuate to shelter area

Seal the room

Drop, cover and hold

Get to high ground

INSTRUCTORS AND STAFF

Lead safety strategy
Account for students, visitors and others
Notify if missing, extra or injured people