

Understanding School Emergency Procedures:

A Guide for Parents and Guardians



Our school has adopted The “I Love U Guys” Foundation’s Standard Response Protocol (SRP). Students and staff will be training and practicing the protocol.

Simple Emergency Instructions

The SRP is a set of actions used in emergencies, no matter the type of situation. These actions are explained using simple terms, so everyone knows exactly what to do.

The SRP focuses on five specific actions: **Hold**, **‘Secure’**, **‘Lockdown’**, **‘Evacuate’**, and **Shelter**.



Hold

“In Your Classroom or Area”

Students:

- Clear the hallways and remain in their area or room until the “All Clear” is announced
- Do business as usual

Adults and Staff:

- Close and lock the door
- 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 and Staff:

- 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



‘Secure’

“Get Inside. Lock outside doors”

Students:

- Return to inside of building
- Do business as usual

Adults and Staff:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



**STANDARD
RESPONSE PROTOCOL**

During an Emergency

If there is an emergency at school, you will receive instructions through official school communication channels. Following directions from the school will help reunite students with families as quickly and safely as possible.



'Evacuate'

"To a Location"

Students:

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

Adults and Staff:

- Bring roll sheet and Go Bag; unless instructed otherwise
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method



Shelter

"State Hazard and Safety Strategy"

Hazards:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies:

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

Students:

- Appropriate Hazards and Safety Strategies

Adults and Staff:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method

What Parents Need to Know During a School Emergency:

Be Prepared and Stay Informed



'Secure'

"Get Inside. Lock Outside Doors"

A 'Secure' action is used when something dangerous is outside the school building. Everyone is brought inside, and all outside doors are locked. Inside, classes continue as normal. You may see a "Building is 'Secure'" sign on doors or windows.

Should parents come to the school during 'Secure'?

Usually not. School continues as usual, and visitors may be asked to stay outside.

Can I pick up my student?

It depends on the situation. If it's not safe to release students, pick-up may be delayed. The school may move to a controlled release later.

Will I be notified?

If the situation is brief or not violent (like a wild animal outside), there might not be an alert right away. For more serious or longer events, the school will notify families.



'Lockdown'

"Locks, Lights, Out of Sight"

A 'Lockdown' is used when there is something dangerous inside or very close to the building. Students and staff go into a locked room and stay silent until it's safe.

Should parents come to the school during 'Lockdown'?

It's natural to want to, but please do not. Police will be responding, and access will likely be restricted. Parents already at school will be asked to 'lockdown', too.

Should I text my child?

We understand the need to check in, but in the early moments of a 'lockdown', texting may not be safe. Once it is safe, students may be asked to send updates.

What if students are 'Evacuate'?

If needed, students may be moved to a different location for reunification with families.

Drills and Practice

Will the school do unannounced drills?

Unannounced drills are not encouraged because they can cause unnecessary stress. During a drill, students will always be told it's a drill.

What's the difference between a drill and an exercise?

A drill is a practice to build muscle memory — no simulation, just action.

An exercise is a test of how well people and systems respond to a more realistic scenario.

Can I watch or join a drill?

Yes! Parents are welcome to observe or participate in drills.