



EMERGENCY PROTOCOL TERMINOLOGY



HOLD

This term is used when there is not necessarily a threat on campus, but students need to remain in their classrooms for a brief period of time.

Examples- medical emergency or a physical altercation occurring in the hallway



SOFT LOCKDOWN

This term is utilized when a threat is near but off campus. Students, faculty, and staff may move around within the halls, but they must not go outside.

No check-ins/outs allowed. Parent/Guardian notified.

Examples- police activity nearby, dangerous animal, or community incident/threat



SHELTER

This term is issued for severe weather or hazardous material incidents. Students are moved to the safest area of the school campus.

Check-ins/outs are not advised.

Examples: Severe weather or hazardous material incidents



LOCKDOWN

This term is used when there is a threat on campus. Students and staff may not move around and must remain in locked rooms and classrooms, hidden from view.

No check-ins/outs allowed. Parent/Guardian notified.

Examples- Weapons or suspicious person on campus



EVACUATE

This term is used to get students and staff out of the building by a route designed to avoid contact with a potential threat.

No check-ins/outs allowed until secure. Parent/Guardian notified.

Examples- Fire/Gas leak or bomb threat



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 “All Clear” is announced. Do business as usual!

ADULTS ON CAMPUS

Close and lock the door. Account for students and adults. Do business as usual.



SOFT LOCKDOWN! Get inside. Lock outside doors.

STUDENTS

Return to inside of building.
Do business as usual.

ADULTS ON CAMPUS

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



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard. Tornado- evacuate to safety area; Hazmat- seal the room.

ADULTS ON CAMPUS

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



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight. Maintain silence. Do not open the door.

ADULTS ON CAMPUS

Remove students from hallway if possible. Lock the classroom door. Turn out the lights. Move away from sight. Maintain silence. Do not open the door.



EVACUATE! (A location will be specified)

STUDENTS

Leave unimportant items behind. Follow instructions.

ADULTS ON CAMPUS

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