

## GRP Summary Sheets for Teachers and Students.

### 3 Actions

Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.



**Lockdown(Soft/Hard) –***Soft lockdown* implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction. *Hard lockdown* implies that imminent danger is known and **NO ONE** will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders

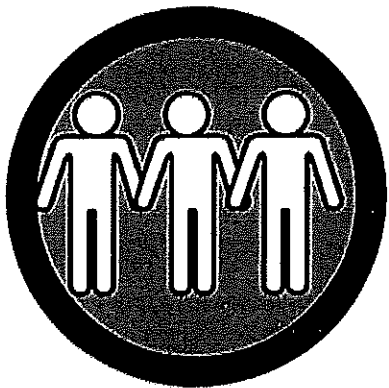
**“Attention: We are now in soft/ hard lockdown. Take proper action”**  
(Repeated twice over the PA system)

Students are trained to:

1. Move out of sight and maintain silence

Teachers are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
2. Move away from sight and maintain silence
5. Wait for First Responders to open door or the “All Clear” message  
“The Lockdown has been lifted” followed by specific directions.
6. Take attendance and account for missing students by contacting main office



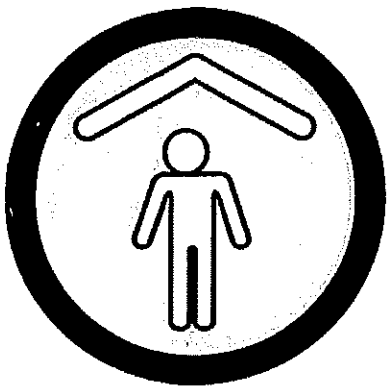
**Evacuate –** The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with “Attention” and be followed with specific directions. (Repeated twice over the PA system).

Students are trained to:

1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. **Students in physical education attire WILL NOT return to the locker room.** Students without proper outdoor attire will be secured in a warm location as immediately as possible.

Teachers are trained to:

1. Grab evacuation folder (with attendance sheet and Assembly cards).
2. Lead students to evacuation location as identified on Fire Drill Posters. **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS**
3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Card method.



**Shelter-In – “Attention. This is a shelter-in. Secure the exit doors.”**  
(Repeated twice over the PA system).

Students are trained to:

1. Remain inside of building
2. Conduct business as usual
3. Respond to specific staff directions

Teachers are trained to:

1. Increase situational awareness
2. Conduct business as usual
3. The Shelter- In directive will remain in effect until hearing the “All Clear” message “The Shelter- In has been lifted” followed by specific directions.

**BRT members, floor wardens, and Shelter- In staff will secure all exits and report to specific post assignments**



## Lockdown Condition

Lockdown is called when there is a threat or hazard inside of the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from the threat.

### Public Address

The public address for Lockdown is: "Attention. We are now in soft/hard lockdown. Take proper action" and is repeated twice each time the public address is performed.

### Actions

The Lockdown Protocol demands locking individual classroom doors or other access points, moving room occupants out of line of sight of the corridor windows and having room occupants maintain silence.

*There is no call to action to lock the building outside access points. Rather, the protocol advises to leave the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders' entry into the building.*

Teacher and student training reinforces the practice of not opening the classroom door, once in Lockdown. Rather, no indication of occupancy should be revealed until first responders open the door or the all clear message "The Lockdown has been lifted" followed by specific directions from administration are given.

### Building Response Team

If a soft lockdown is issued, the Building Response Team (BRT) should be activated and members should follow directions as outlined in the School Safety Plan and BRT Action Sheets. If a hard lockdown is issued, NO ONE IS TO ACTIVATE UNTIL HEARING THE ALL CLEAR MESSAGE.

### Responsibility

The classroom teacher is responsible for implementing lockdown protocols. The teacher should lock all classroom access points and facilitate moving occupants out of sight. Silent or whispered attendance should be taken to determine if attendance has changed since the beginning of class.

### Preparation

Teachers and students should be trained to refrain from opening the classroom door until a first responder or school officials have issued the official All Clear message "The Lockdown has Been Lifted".

Students and staff should be advised that a lockdown may persist for several hours and during an incident, silence is essential.

### Drills

Lockdown drills should be performed twice a year. Lockdown drills must be done in consultation with the Borough Safety Director.

### Contingencies

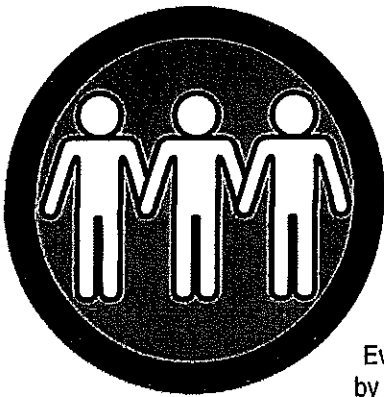
Students and staff who are outside of classrooms during a lockdown may be faced with the need to get out of sight without the benefit of an empty or open classroom.

In this situation, students and staff must be trained to hide or possibly evacuate themselves away from the building to the nearest school and report to school officials immediately upon arrival.

### Examples of Lockdown Conditions

The following are simply some examples of when a school might initiate a Lockdown:

1. Dangerous animal within school building
2. Intruder
3. Angry or violent parent or student
4. Active shooter



## Evacuate Condition

Evacuate is called when there is a need to move students from one location to another in an orderly fashion.

### Public Address

Evacuations will be initiated by using the fire alarm system. The public address, when used for an evacuation will begin with "Attention" followed by specific directions and is repeated twice each time the public address is performed.

### Building Response Team (BRT)

The Building Response Team (BRT) should be activated and members should follow directions as outlined in the School Safety Plan and BRT Action Sheets.

### Responsibility

The classroom teacher is responsible for administering all evacuation directives which include:

1. Grab evacuation folder (with attendance sheet and assembly cards).
2. Lead students to evacuation locations as identified on Fire Drill Posters. **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS**
3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Cards

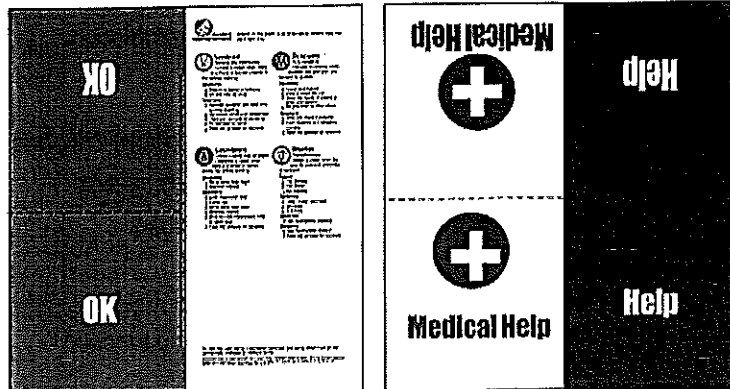
### Evacuation Assembly

The Evacuation Assembly refers to gathering at the Evacuation Assembly Point. Teachers are instructed to lead their classes to appointed locations outside of the school where they will be required to take attendance and report any problems or concerns to school staff or first responders using the Assembly Card system. These locations are usually the same as the locations listed on the classroom fire drill posters. However it is always possible that special circumstances will require classes to follow their alternate evacuation route. **IT IS CRITICAL THAT ALL STUDENTS BE TRAINED TO REMAIN SILENT AND LISTEN FOR ADDITIONAL DIRECTIONS FROM THEIR TEACHERS**

### Assembly Card

The Assembly Card system is employed for administration or first responders to quickly (visually) identify the status of the teachers' classes.

1. **Green Card (OK)** - All students accounted for, No immediate help is necessary
2. **Red Card (Help)** - Extra or missing students, or vital information must be exchanged
3. **Red and White Cross (Medical Help)** - Immediate medical attention is needed.

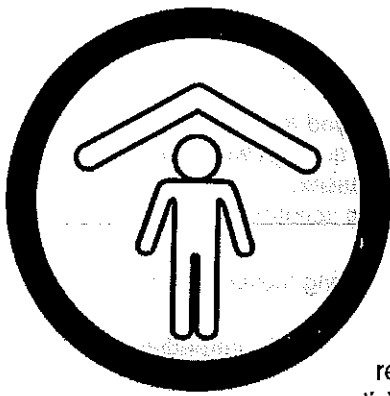


### Drills

Evacuation protocol including Assembly Card System should be used during every fire drill.

### Contingencies

Special needs evacuation plans should be developed and drilled, including specific protocol for the securing of medication and pharmaceutical supplies and a location to ensure privacy if there is a need to administer medication during the evacuation. On-Site school health professionals must be consulted to review critical care information as it applies to staff and students.



## Shelter-In

### Condition

Shelter-In is called when there is a threat or hazard outside the school building or when the need for personal protection is necessary. Shelter-In may be the response to violence or criminal activity in the immediate neighborhood,

a dangerous animal on the playground, or an environmental condition. Training should also include spontaneous events such as tornado, earthquake or airborne irritants. Shelter-In uses the security of the physical facility to act as protection.

### Public Address

The public addresses for Shelter-In is: "Attention. This is a Shelter-In. Secure the exit doors." and is repeated twice each time the public address is performed.

### Actions

The Shelter-In Protocol demands locking all outside access points allowing activities within the building to function as normal.

Classes that were held outside, such as physical education class, would return to the building and if possible continue inside the building.

There may be an occasion where students expect to be able to leave the building (examples are end of classes, job commitment, etc.) Depending on the condition, this may have to be prevented. During the training period, it should be emphasized to students as well as their parents that they may be inconvenienced by these directives, but full cooperation is important to ensure their safety.

For environmental conditions, immediately consult with your custodial engineer to review actions that may include turning off heating, ventilation or air conditioning system.

The Shelter-In directive will remain in effect until hearing the "All Clear" message "The Shelter-In has been lifted" followed by specific directions.

### Building Response Team (BRT)

The Building Response Team (BRT) should be activated and members should follow directions as outlined in the School Safety Plan and BRT Action Sheets.

### Responsibility

Depending on the situations, administration or teachers may be required to lock the doors or windows. Staff members assigned as floor wardens or other safety related responsibilities for a "Shelter-In" should be identified in advance and should actively drill the protocol. This includes securing doorways, windows, loading docks, and fire escape ladders (leased locations) and other access points.

The assigned staff is designated as having "Shelter-In Duty" **\*\*These are NOT your Building Response Team (BRT) members. Staff assigned may include the floor wardens**

There should also be staff assigned a person with "secondary responsibility" for Shelter-In Duty in the event the person with primary responsibility is absent or unable to perform the protocol.

Classroom teachers or instructors are required to take attendance and determine if attendance has changed since the start of the class. If there are extra or missing students, the teacher should notify the main office.

The main office should gather information from the classrooms regarding missing or extra students in the classroom.

### Drills

Shelter-In drills should be performed twice a year. At least one of these drills should be performed while outdoor activities are in progress.

### Contingencies

There may be physical attributes to the campus that mandate special handling of a Shelter-In. An example would be a campus where modular buildings are present. School leaders should discuss conditions under which it may be best for students in modular buildings to evacuate to the main building rather than going to Shelter-In in the modular building.