

New York State Department of Education Version

Student and Staff Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned for, and trained for, by students, teachers, staff and administration.

Standard Response Protocol (SRP)

The SRP is based on the response to any given scenario. The benefits become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event. The protocol also allows for a predictable series of actions as an event unfolds.

The SRP is based on five actions: Hold, Secure Lockout, Lockdown, Evacuate, and Shelter. Each has specific staff and student directives that are unique to the action.

The Standard Response Protocol is a program of the “I Love U Guys” Foundation. More information and detailed materials can be found at <https://iloveguys.org>



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SHELTER
“State the hazard and safety strategy”



- Shelter is called when the need for personal protection is necessary. Safety strategies might include:
- Evacuate to shelter area
 - Seal the room
 - Drop, cover and hold
 - Get to high ground
- Students:**
- Use appropriate safety strategy
- Adults:**
- Lead safety strategy
 - Account for students
 - Report injuries or problems using Red Card/Green Card

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HOLD In your room or area. Clear the halls.

Hold is called when the hallways need to be kept clear, even during class changes.

Students:

- Clear the hallways and remain in their room or area until the "All Clear" is announced
- Do business as usual
- Adults:**
- Close and lock door
- Account for students and adults
- Do business as usual



SECURE LOCKOUT Get inside. Lock outside doors.

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

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

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

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 "To a location"

Evacuate is called to move students and staff from one location to another.

Students:

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

Adults:

- Bring roll sheet if possible, take Go Bag (unless instructed not to take anything)
- Lead students to evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card



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