



# Emergency Response Protocol

## Student Safety

A critical ingredient in any 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 and trained for by students, teachers, staff and administration.

## Emergency Response Protocol

Gatewood's Emergency Response Protocol is based on these four actions, Shelter-in-Place, Lockdown, Evacuate, and Shelter. In the event of an Emergency, the action and appropriate direction will be repeated on the Intercom System. Followed by **"this is not a drill"**

**"Shelter-In-Place-Secure the Perimeter"**

**"Lockdown-Lock your door, Lights, Out of sight"**

**Either fire alarm or "Evacuate-to playground"**(or other location)

**Shelter-**"(announce type and method)"i.e.

**"Earthquake-Drop/Cover/Hold"**

## Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.



### Shelter-in-Place-Secure the Perimeter

Shelter-in-Place is called when there is a threat or hazard outside of the school building.

#### Students:

- Move to inside of building
- Do business as usual

#### Teachers:

- Move students and staff from outside of building
- All outside doors will be locked by staff
- Lock your door
- Increased situational awareness
- Take roll, account for students and report to office



### "Lockdown-Lock your door,Lights, out of sight"

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

#### Students:

- Move away from sight
- Maintain silence

#### Teachers:

- Lock your door
- Lights out
- Move away from sight
- Maintain silence
- Wait for administrator or First Responders to open door
- Follow directions of First Responders
- Take roll, account for students, report to office



### Either Fire alarm or"Evacuate-to playground"

(or other location) Evacuate is called to move students and staff from one location to another.

#### Students:

- Leave stuff behind
- Form a single file line
- Be prepared for alternatives during response
- Last student close classroom door

#### Teachers:

- Grab emergency backpack
- Lead students to Evacuation Location
- Take roll, account for students
- Use red/green card to indicate:
  - Green –all present
  - Red-someone missing/additional students present



### Shelter-(announce type and method)

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

#### Types:

- Earthquake
- Adverse Weather

#### Method:

- Drop-Cover-Hold
- Indoor only activities

#### Students:

- Use appropriate method

#### Teachers:

- Use appropriate method
- Take roll, account for students, report to office