






PARENT GUIDE TO PLAIN LANGUAGE PROTOCOLS

PROTOCOL	FACULTY RESPONSE	STUDENT RESPONSE	PARENT RESPONSE
HOLD “In your classroom or Area” 	Staff is trained to: <ul style="list-style-type: none"> ➤ Close and lock all doors ➤ Account for all students and adults ➤ Continue business as usual 	Students are trained to: <ul style="list-style-type: none"> ➤ Clear the hallways ➤ Remain in classroom or area ➤ Continue school as usual ➤ Come out when all clear is given 	Parents be aware that: <ul style="list-style-type: none"> ➤ This is an internal protocol used for a medical emergency ➤ Do not report to the school
SECURE “Get inside. Lock outside doors” 	Staff is trained to: <ul style="list-style-type: none"> ➤ Bring everyone indoors ➤ Lock the exterior doors near them ➤ Increase situational awareness ➤ Account for all students and adults ➤ Continue business as usual 	Students are trained to: <ul style="list-style-type: none"> ➤ Return to inside of the building ➤ Continue school as usual 	Parents be aware that: <ul style="list-style-type: none"> ➤ There is police activity in the area, not on campus. ➤ No student pick-up at this time ➤ You will receive a Parentlink message with additional info ➤ Do not report to the school
LOCKDOWN “Locks, Light, Out of Sight” 	Staff is trained to: <ul style="list-style-type: none"> ➤ Gather students from hallway (if possible) ➤ Lock classroom doors ➤ Turn out the lights ➤ Move out of sight of assailant ➤ Remain silent & silence cellphones ➤ Do not open doors for anyone ➤ Prepare to evade or defend 	Students are trained to: <ul style="list-style-type: none"> ➤ Clear the hallways ➤ Remain in classroom or area ➤ Continue school as usual ➤ Come out when all clear is given 	Parents be aware that: <ul style="list-style-type: none"> ➤ There is an imminent threat ➤ There is no access to the school ➤ Calling or texting your student could be dangerous ➤ No student pick-up at this time ➤ Wait for the Parentlink message to advise where reunification will take place ➤ Report to the reunification site
EVACUATE “To a specific location” 	Staff is trained to: <ul style="list-style-type: none"> ➤ Bring student attendance roster ➤ Bring emergency bag (if possible) ➤ Lead students to evacuation area ➤ Report any injuries or issues 	Students are trained to: <ul style="list-style-type: none"> ➤ Leave bookbags behind (if possible) ➤ Bring cell phones (if possible) ➤ Follow instructions of teacher(s) 	Parents be aware that: <ul style="list-style-type: none"> ➤ Evacuations happen for various reason ➤ All precautions are being taken ➤ You will receive a Parentlink ➤ Do not report to the school
SHELTER “State the hazard and safety strategy” 	Staff is trained to: <ul style="list-style-type: none"> ➤ Use proper safety hazard strategy ➤ Account for all students and adults ➤ Report any injuries or issues 	Students are trained to: <ul style="list-style-type: none"> ➤ Use proper safety hazard strategy ➤ Seal the room ➤ Take drop, cover hold position 	Parents be aware that: <ul style="list-style-type: none"> ➤ Hazard might include a tornado or hazmat situation ➤ Strategies might include seal the room or a drop, cover hold