



# **A Learning Tool For Students and Teachers Managing Emergencies Before First Responders Arrive**

## ***Classroom Training***

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How do *you* define safety?

**The General Response Protocol (GRP) has been designed to provide the direction that schools will take when an emergency incident occurs.**

**At its core is the use of *common language* to identify the initial measures all school communities will take *until first responders arrive*.**

***In every incident, school administrators will need to assess the unique circumstances that will affect how the GRP is implemented.***



The General Response Protocol uses the public address system to make these announcements for everyone to hear (each is repeated 2 times).



**Shelter- In!** “Attention, this is a Shelter- In. Secure the exit doors.” (Shelter-in is used when the threat is *outside* of the building).



**Evacuate!** The fire alarm will signal an evacuation. When the PA system is used, directions will be specific. (There are many reasons why an evacuation may occur. It is critical to listen to all announcements).



**Lockdown!** “Attention, we are in soft/ hard lockdown. Take proper action.” (Lockdown is used when the threat is *inside* of the building).



# Evacuate

**What types of incidents can take place that would require us to leave the building in a quick and orderly fashion?**

**How do we practice evacuating currently?**

# Evacuate



**The fire alarm will normally signal an evacuation. When the PA system is used, directions will be specific.**

**The primary objective is to move staff and students in an orderly fashion to their assigned locations outside of the building, and make sure that everyone is together when arriving at specific destinations.**



**Evacuate** The fire alarm will signal an evacuation. When the PA system is used, directions will be specific.



*Students will:*

**Leave belongings behind.**

**Form an orderly line.**

**Remain silent and listen for additional evacuation instructions.**

**Go to the assigned location with their class as identified on the classroom fire drill poster.**

# Evacuate



**Reminders for everyone (especially in fire or smoke conditions): You might be:**

- asked to hold hands of person in front and behind you.**
- asked to cover your head.**
- asked to crawl.**



# Discussion:

When might a school need to **Shelter- In**?

What is the role of the \_\_\_\_\_ when sheltering- in?

Staff?

Students?

Building Response Team Members?

Safety Agents?

# Shelter- In



**“Attention, this is a Shelter- In. Secure the exit doors.”**

**A Shelter- In would be used in different conditions that may include:**

- **Dangerous weather conditions.**
- **Police activity in the immediate vicinity of the school.**
- **Other hazardous/ dangerous conditions outside of the building.**

When first responders arrive, they will provide direction and assistance to school officials.



**Shelter- In:** “Attention, this is a Shelter- In. Secure the exit doors.”



***Students will remember that:***  
**They will be secured inside of the building.**

**Classes will continue as usual. However, once the exit doors have been secured, no one will be permitted to enter or leave the building until the Shelter- In has ended.**

**They must listen to all announcements as directions may change during each incident.**

# Discussion:

When might a **lockdown** occur?

What do you think is the role of \_\_\_\_\_ during a **lockdown**?

Students?

Staff?

Building Response Team Members?

School Safety Agents?

**Lockdown:** “Attention, we are in soft/ hard lockdown. Take proper action.”



**•*Students will:***

**Move away from the line of sight through the classroom door.**

**Make sure they can't be seen by anyone if someone in the hallway looks through the window of the door.**

**Maintain silence.**



# Lockdown



The classroom door will be closed and locked

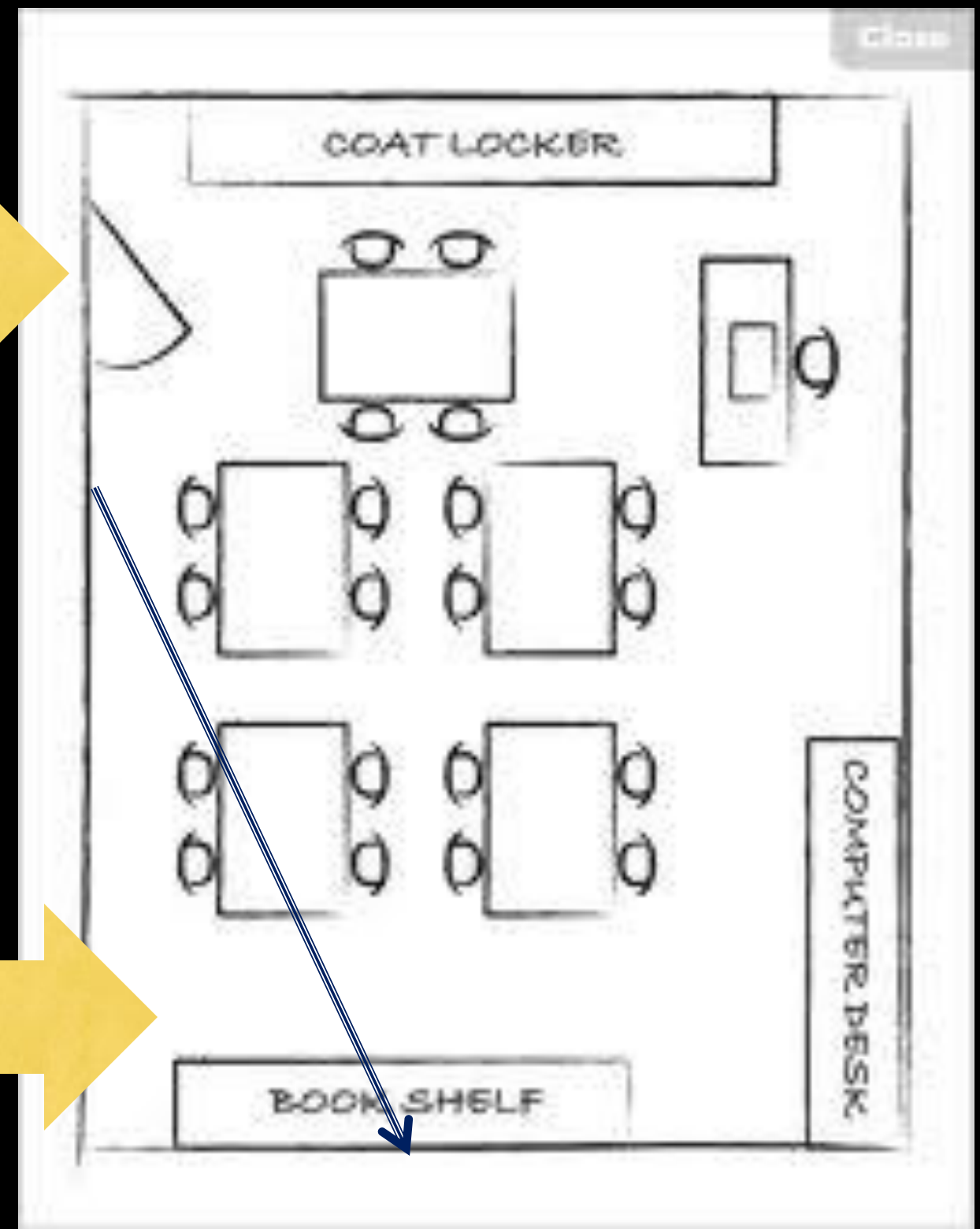


# Lockdown

Avoiding the "line of sight"



The Best Place To Remain With The Door Locked



# Lockdown



**Other Considerations:**

**What if you are in the hall at the time of a lockdown?**

**What if you are in the bathroom?**

**What if you are in a common area (such as the cafeteria or gym)?**



**What if the fire alarm sounds?**






**Questions?**

# Tools to use when training

Posters and Action Information Sheets will be distributed throughout the school, given to parents, and other critical stakeholders.

 **In an Emergency** 

**When You Hear It, Do It!**

 **Evacuate**  **Lockdown Soft/Hard**  **Shelter- In**

**Evacuate:** *(Fire Alarm or Directions)*

- ✓ **Students:** Leave your items behind.
- ✓ **Students:** Form a line, remain quiet and listen to directions from your teacher.
- ✓ **Teacher:** Lead students to evacuation location and take attendance.
- ✓ **Teacher:** Notify BRT/SSA staff if there are missing, extra, or injured students.




**Lockdown:** *(Soft or Hard Lockdown)*

- ✓ **Students:** Remain silent and quickly move out of sight and away from the door.
- ✓ **Teacher:** Quickly retrieve any students in hallway and lock the classroom door.
- ✓ **Teacher:** Wait for responders to open the door (or) await the "all clear" announcement :  
"The lockdown has been lifted"

**Shelter- In:** *(The threat is outside of the building)*

- ✓ **Students:** Remain inside the building and follow directions of staff.
- ✓ **Teacher:** Increase situational awareness.
- ✓ **Teacher:** Conduct business as usual.
- ✓ **Teacher:** Follow all announced directions.

**PUBLIC ADDRESS ANNOUNCEMENTS**

 **Evacuate**  **Lockdown Soft/Hard**  **Shelter- In**

**READ EACH ALERT TWICE!**

**EVACUATION ALERTS**

**EVACUATION FOR FIRE WILL ALWAYS BEGIN WITH THE RINGING OF THE FIRE ALARM.**

IF ANNOUNCEMENTS MUST BE MADE, INCLUDE SPECIFIC DIRECTIONS FOR STAFF AND STUDENTS.  
**BEGIN ALL ANNOUNCEMENTS WITH "ATTENTION" AND MAKE ANNOUNCEMENTS SPECIFIC**

**TO BEGIN A LOCKDOWN (USE EITHER SOFT OR HARD)**

**"ATTENTION: WE ARE NOW IN SOFT/HARD LOCKDOWN. TAKE PROPER ACTION"**

**ALL CLEAR MESSAGE:**



**"ATTENTION: THE LOCKDOWN HAS BEEN LIFTED"**

**TO BEGIN A SHELTER- IN (USE EITHER ENVIRONMENTAL OR POLICE ACTIVITY)**

**"ATTENTION: THIS IS A SHELTER- IN. SECURE ALL EXIT DOORS"**

**ALL CLEAR MESSAGE:**

**"ATTENTION: THE SHELTER-IN HAS BEEN LIFTED"**

# Scenario 1

The police have called the school and told the principal that there was a bank robbery two blocks from the school and they don't know where the suspects are. They are searching the neighborhood.



**Shelter- In**

# Scenario 2

A man and woman enter the school and when the SSA asked them for identification to sign them into the Visitor's Log, they started to curse at the SSA. They both run from the desk into two different stairwells. They did not present any identification.



**Lockdown  
Soft/Hard**

# Scenario 3

Fire engines and the gas company speed down the block to a house across the street from the school. The Assistant Principal approached the Fire Chief and the first responders stated that there is a gas leak that they are having difficulty controlling. The Assistant Principal is told to return to the school and take immediate action.



**Evacuate**