

# Standard Response Protocol

## Havre Public Schools

This document contains common language for all buildings- Other steps may be specific to each building, depending upon the capabilities of the facility.

**Hold in Place** – The announcement of, “*Hold in Your Classroom, Hold in Your Classroom*” will be stated over the intercom system.



-Why use Hold in Place? A Hold in Your Classroom will be used in situations when the hallways need to be cleared of students. (Medical situation, drug dogs, etc.)

-Teachers will check the hallway for students and tell them to return to their classroom immediately. If you are a teacher who is missing a student from your classroom, wait one minute and please call the main office with the name of the missing student and information about where they were going. Be on a higher level of awareness than normal, but be aware there is no immediate danger. Keep all students in your classroom with the door and windows closed and locked. Go about teaching class, and do not permit students to leave unless advised to do so from building administration. If the end of the period comes while the Hold in Your Classroom is still active, wait until an announcement is made over the intercom by office staff before releasing the students to change classes.

-Students will follow teacher requests immediately as to return to their scheduled classroom. The expectation will be to return with a sense of urgency.

-Administration or designee will make this announcement and go immediately to the room and provide guidance through the given situation.

**Lockout** – The announcement of, “*Lockout! Secure the Perimeter, Lockout! Secure the Perimeter*” will be stated over the intercom system.



-Why use lockout? The Lockout will be used in situation when students and staff will not be allowed to leave the building.

The exterior of the building by making sure exterior doors and windows are closed and locked. The only restriction is no one will be allowed to enter or leave the building.

-Teachers will conduct business as normal with a heightened awareness that the building may be placed in lockdown at a later time.

-Students will conduct themselves with an awareness of a potential lockdown occurring in the near future and move about the building knowing going outside is not an option.

-Administration or designee will make this announcement and begin working with local authorities as to the extent of the situation and its effect on our building. Lockout could likely change to a higher level based on information received by local authorities, please be alert to possible changes.

**Shelter in Place** – The announcement of “*Shelter in Place*” will be given in the event that an outside hazard has occurred or is likely to occur.



- Why use Shelter in place? A shelter in place directive would be given in the event of natural disasters such as tornado or earthquake. A shelter in place may also occur in the event of a hazardous material crisis.
- Teachers will check the hallway for students and tell them to return to their classroom immediately. If you are a teacher who is missing a student from your classroom, wait one minute and please call the main office with the name of the missing student and information about where they were going. Be on a higher level of awareness than normal. Keep all students in your classroom with the door and windows closed and locked. Wait for further instruction from office. Make sure that the disaster readiness bucket in your room is easily accessible. If the end of the period comes while the Shelter in Place directive is still active, wait until you are released over the intercom by office staff before releasing the students to change classes.
- Students will follow teacher requests immediately as to return to their scheduled classroom. The expectation will be to return with a sense of urgency.
- Administration or designee will make this and following announcements to keep staff and students informed and prepared.

**Evacuate** – An announcement of “*Evacuate! To a Location, Evacuate! To a Location*” or the use of the fire alarm will indicate the need to evacuate the building.



- Why use an Evacuation? An evacuation directive would be used in the event of a building wide emergency such as a fire or natural gas leak. The evacuation may be short or long term. In the event of a short term evacuation students and staff will remain on the school grounds in the area where they are assigned to meet during a fire drill. In the event of a long term evacuation, the transportation department will transport students and staff to a location predetermined by the superintendent.
- Teachers will immediately exit the building using the evacuation map. Teachers will take the emergency folder with them and will take attendance immediately upon arrival at the fire drill meeting point. Attendance will be reported to the appropriate person as soon as possible (refer to fire drill procedures). Teachers will supervise and calm students as necessary. If the need for relocation arises, teachers will remain with their class during transport and will retake and report attendance once the reunification site is reached. Teachers will again remain with students unless directed differently by administration.
- Students will follow fire drill procedures and will follow staff requests immediately. In the event of relocation, students will board the bus and follow instructions.
- Administration will account for all students and staff. Once all population has been accounted for, the administration will assess the need for relocation and will coordinate with transportation department. The reunification site will be set up by staff from the Robins building.

**Lockdown** – 911 will be called: an automated message that says “*This is a lockdown! This is a lockdown!*” with an alarm will sound through the intercom system.



- Why use lockdown? The highest level lockdown will be used in any dangerous situation in which students or staff could be put in harm’s way.
- Teachers will immediately repeat “*Lockdown! Locks, Lights, Out of Sight Lockdown! Locks, Lights, Out of Sight*” followed immediately by checking the hallway for students, gather them into your classroom and close your locked door. Move students to the safest area of your classroom, turn out the lights, close the window, and pull any shades as quickly and safely as possible. Our expectation of you will be to reassure students in a calming, quiet voice and maintain silence in your classroom. The purpose of this is to keep attention from being drawn to any classroom. Under no circumstances will you open your door or release any student from your classroom during lockdown. Teachers must take attendance and email office staff with missing students.
- Students will follow teacher requests immediately and go to the nearest classroom. Please follow expectations of teachers without question or hesitation. Remain calm and work together with your teachers. Cell phones must be turned off and only used with permission from your teacher.