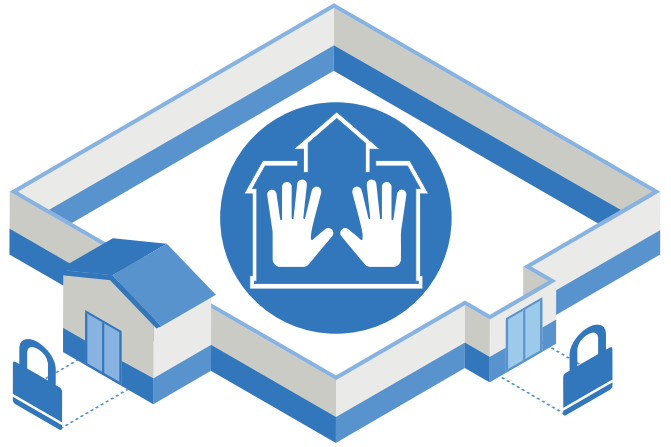


# PROTECTIVE ACTIONS AND MESSAGING



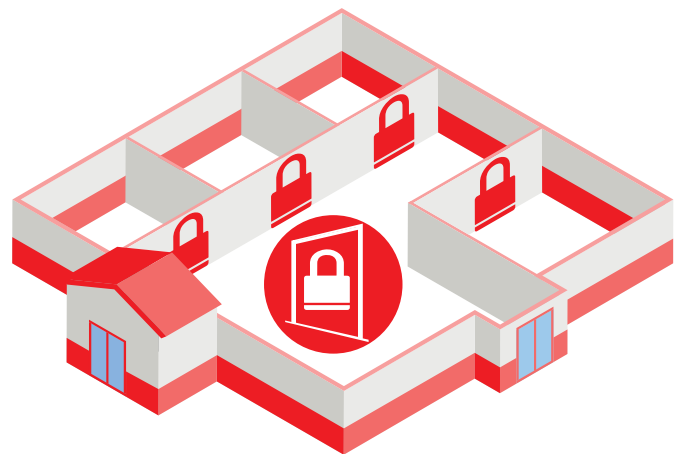
## LOCKOUT

- ▶ Potential threat to student safety **OFF** campus
- ▶ All outdoor activities are canceled and students/staff are brought inside
- ▶ Exterior doors are locked
- ▶ Likely police presence on site
- ▶ Activities and instruction continues inside the school
- ▶ Students may move around inside the building as necessary
- ▶ Visitors not allowed in the building unless otherwise directed



## LOCKDOWN

- ▶ Threat to student safety **ON campus or inside the building**
- ▶ Students and staff move to classrooms and lock doors
- ▶ Students and staff move out of sight away from doors and windows
- ▶ Doors remain locked and students may not leave for any reason.
- ▶ Emergency personnel unlock classroom doors after situation is resolved
- ▶ No visitors or parents permitted on campus until authorized by emergency personnel



### RUN, HIDE, FIGHT

In a situation where someone is actively seeking to cause harm on the campus, staff members will use situational awareness to assess the circumstances as best they can. Using this information, they will lead students to either:

**RUN** - if a clear path escape is available;  
**HIDE** - if the attacker seems near or escape is not feasible;  
**FIGHT** - as a last resort if confronted



## EVACUATION

- ▶ Building is compromised due to hazard, natural disaster/incident, or other situation where students and staff must leave the building
- ▶ All students and staff exit using predetermined exit routes
- ▶ Students and staff gather at designated evacuation site
- ▶ Students and staff remain at evacuation until all clear is issued by emergency personnel
- ▶ If incident is prolonged, reunification process is initiated with parents/guardians picking up students





## SHELTER IN PLACE

- ▶ Outside hazard, natural disaster/incident, or other situation where students must remain inside to stay out of harms way
- ▶ Students and staff brought inside to shelter in building
- ▶ Students will not be released until all clear is issued by emergency personnel
- ▶ If incident is prolonged, reunification process is initiated with parents/guardians picking up students



## MESSAGES TO FAMILIES

If your school is placed in a protective action, ensure all students are safe and accounted for and send a message to parents as soon as possible. Use phone, text, app, and email to send your message. The Communications Department can assist if needed (385-646-4529).

### IN THE MESSAGE:

- ☐ **Explain the situation clearly and provide a simple definition of the protective action:** *"Law enforcement has placed our school in a Lockout protocol due to police activity in the neighborhood. This means our exterior doors are locked, but school is proceeding as normal inside the building."*
- ☐ **Ensure you are communicating the correct protective action to parents.** The term *Lockdown* is often by laypersons to describe any protective action. Do NOT refer to a protective action by any other name. There may be situations where you need to clarify with law enforcement what protective action they are initiating at your school.
- ☐ **Avoid inciting panic by explaining the purpose of the protocol:** *"This action is strictly precautionary. There is no direct threat to students."*
- ☐ **Provide additional instruction as needed:** *"Please do not come to the campus until the protocol is lifted. Please call our main office if you have questions."*
- ☐ Send a follow up message once the protocol is lifted. If the protocol is likely to extend beyond the end of the school day, provide instructions on pick up.
- ☐ If a protective action is initiated and lifted before you're able to put a message together, send one message that summarizes the situation.
- ☐ In the event **reunification** is required, follow best practices. In brief:
  - Have everything set up prior to notifying to parents/guardians to pick up their student(s). Refer to Reunification Manual for all stations, responsibilities and procedural flow.
  - In your message, provide specific instructions to parents/guardians on where they need to go, what they need to bring, and what they can expect. If reunification is occurring at an evacuation site, ensure the instructions are abundantly clear that parents should not go to the school.