

TOOLKIT TWO: ACT

PREPARED, NOT SCARED



Posting and teaching of safety alerts to all school community members and visitors gives everyone a sense of empowerment and preparation in the event of an emergency. Here is an example of how basic safety alerts can be posted in a school for quick reference. Each alert scenario requires practice and direct instruction to ensure familiarity and increase success. This tool is based on the Standard Response Protocol, developed by I Love U Guys (www.iloveuguy.org).

EVACUATE

For a fire, bomb, or other inside hazard:

- Calmly and quietly move to a safe meeting place
- Take attendance



LOCK DOWN

For an intruder or inside emergency:

- Locks, lights, out of sight
- Maintain silence
- Take attendance



SHELTER IN PLACE

For an environmental or outside hazard:

- Duck, cover, hold in silence
- Take attendance
- Follow established procedures for hazard type (i.e., earthquakes vs. tornados)



LOCK OUT/SECURE PERIMETER*

For an emergency outside or near the school:

- Everyone back inside
- All doors and windows locked
- Take attendance
- Classes resume inside

Due to the similarity of the "Lockdown" and "Lockout" commands, we recommend either substituting "Lockout" with a command such as "Secure Perimeter" or simply adding "Secure Perimeter" to the end of the "Lockout" command.