

# MEDICAL HELP



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## STANDARD RESPONSE PROTOCOL



### **HOLD** In Your Room Or Area

#### **Students:**

- Clear the hallways and remain in the area or room until “All Clear” is announced
- Do business as usual

#### **Adults and staff:**

- Close and lock the door
- Account for students and adults
- Do business as usual



### **SECURE** Get Inside. Lock Outside Doors.

#### **Students:**

- Return to inside of building
- Do business as usual

#### **Adults and Staff:**

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



### **LOCKDOWN** Locks, Lights, Out Of Sight

#### **Students:**

- Move away from sight
- Maintain silence
- Do not open the door

#### **Adults and Staff:**

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Account for students and adults
- Do not open the door
- Prepare to evade or defend



### **EVACUATE** To Announced Location

#### **Students:**

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

#### **Adults and Staff:**

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/ Green Card method.



### **SHELTER** For A Hazard Using Safety Strategy

#### **Safety Strategies might include:**

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

#### **Students:**

- Use appropriate safety strategy

#### **Adults and Staff:**

- Lead safety strategy
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method

*In the event of an evacuation, take this card with you. To use this card, fold along dotted lines so the appropriate message is outward facing.*

**OK**

**OK**

**HELP**

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