



# STANDARD RESPONSE PROTOCOL

## PERSONAL SAFETY

The safety and security of employees and visitors to our business facilities is of the utmost importance. The Standard Response Protocol (SRP) provides clear guidance on actions to be taken by all occupants of a facility in the event of a crisis. This is designed to provide consistent, clear, shared language, and a series of actions to be taken by occupants.

### SRP

Our organization is expanding the safety program to include the SRP. In the event of an emergency, the action and appropriate direction will be announced publicly and broadcast through our internal communication system.

- HOLD** - "In your Room, office or area"
- SECURE** - "Get inside. Lock outside doors"
- LOCKDOWN** - "Locks, Lights, Out of Sight"
- EVACUATE** - (A location may be specified)
- SHELTER** - "For a Hazard using a safety strategy"

## NOTIFICATION PROGRAM

Timely notification is essential with any type of crisis. Please verify that your contact information is up to date in the building notification system.

## TRAINING

Please take a moment to review these actions. Training and drilling will occur with the staff.

More information is available at <https://iloveuguy.org>



## HOLD

**In your room, office or area. Clear the halls.**

**Occupants** are instructed to:

- Clear the hallways and remain in your room or area until all clear is announced

- Do business as usual
- Staff** are instructed to:
- Close and lock the door
  - Account for occupants and staff
  - Do business as usual



## SECURE

**Get Inside. Lock outside doors.**

**Occupants** are instructed to:

- Return to inside of building
- Do business as usual

**Staff** are instructed to:

- Recover occupants and staff from outside the building
- Lock outside doors
- Increase situational awareness
- Account for occupants and staff
- Do business as usual



## LOCKDOWN

**Locks, lights, out of sight"**

**Occupants** are instructed to:

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

- Prepare to evade or defend

**Staff** are instructed to:

- Lock interior doors
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Account for occupants and staff
- Prepare to evade or defend



## EVACUATE

**A location may be specified**

**Occupants** are instructed to:

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

**Staff** are instructed to:

- Bring a list of employees if available and a go bag (unless instructed not to bring anything... dependent on reason for evacuation.)
- Lead occupants to evacuation location
- Account for occupants and staff
- Report injuries or problems to first responders using Red Card/Green Card method



## SHELTER

**"State Hazard and Safety Strategy"**

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room

- Drop, cover and hold
- Get to high ground

**Occupants** are trained in:

- Appropriate Hazards and Safety Strategies

**Staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for occupants and staff
- Report injuries or problems to first responders

