

HOLD - "In Your Room or Area. Clear the Halls"

This is not an emergency situation/protocol.



Students are trained to:

- < Clear the hallways and remain in your room until the "All Clear" is announced.
- < Do business as usual in the classroom.

Staff and Adults are trained to:

- < Close and lock the door.
- < Account for students and adults.
- < Do business as usual in the classroom.

There may be situations that require students to remain in their classrooms. For example, a medical emergency, an altercation in the hallway, or any incident that may demand keeping students out of the halls until it is resolved. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

Public Address

"Hold in your room or area. Clear the halls.

Hold in your room or area. Clear the halls."

Public Address- Release

"The Hold is released. All Clear."

Actions

- Students and teachers are to remain in their room or area, even if there is a scheduled class change, until the all clear is announced.
- Students that are not in a classroom, should try to identify the nearest classroom and join that class for the duration of the Hold.
- Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas, or to move to adjoining areas like a locker room.
- Students and staff outside of the building should remain outside, unless administration directs otherwise.
- No walking the halls and no transitioning to the next class.
- Prior to locking the classroom door, teachers should rapidly sweep the hallway for nearby students.
- Teachers should take attendance, note the time, and conduct business as usual.

Medical Emergency

- Alert the Nurse
- Call 911
- Call EPISD Police 915-230-2525
- If trained, administer first aid/CPR/AED
- Notify School Leadership

In an emergency situation your first call is to 911 and/or EPISD Police Dispatch. Do not call any other individual until you have activated first responders.

Administration

- Identify the hazard
- Take some action – **EPISD Police Dispatch, 911, and select the proper SRP**
- Account for your students
- First Responders will take it from there

* **Students may use their cell phone.**



SECURE - "Get Inside. Lock outside doors"

This is an emergency situation/protocol



Students are trained to:

- < Return to inside of building
- < Do business as usual.

Staff and Adults are trained to:

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

A SECURE action recovers all students from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the playground would be examples of a SECURE response. While the SECURE response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.

Public Address

The public address for Secure is: **"Secure! Get Inside. Lock outside doors"** and is repeated twice each time the public address is performed.

“ *Secure! Get Inside. Lock outside doors.*
Secure! Get Inside. Lock outside doors. ”

Actions

< SECURE is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

< The SECURE Protocol demands bringing students into a secure building, locking all outside access points.

< Where possible, classroom activities would continue uninterrupted. Classes that were held outside, such as gym class, would return to the building and if possible, continue class inside the building.

< There may be occasions where students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be delayed until the area is safe.

Students may use their cell phones.

SECURE - No Transition

All faculty, staff, and students are immediately brought inside the building(s) and all exterior doors and windows remain locked. Remember the threat is outside the building and the facility acts as the protective barrier. Business as usual inside, there is simply no transitioning to other buildings.

SECURE - Transition Allowed

All faculty, staff, and students are immediately brought inside the building(s) and all exterior doors and windows remain locked. Remember the threat is outside the building and the facility acts as the protective barrier. Business as usual inside. Transition is allowed based on the threat that is posed on the outside and after consultation and under the supervision of EPISD Police Services.

Examples of SECURE conditions:

- < Unknown or unauthorized person on the grounds
- < Dangerous animal on school grounds
- < Criminal activity in area
- < Civil disobedience
- < **Extreme Weather** - This is used when it is not appropriate for the SHELTER protocol. Weather is severe outside but we are doing business as usual inside with or without transition

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Administration

- Identify the hazard
- Take some action – **EPISD Police Dispatch, 911, and select the proper SRP**
- Account for your students
- First Responders will take it from there

LOCKDOWN - "Lockdown! Locks, Lights, Out of Sight!"

This is an emergency situation/protocol



Students are trained to:

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

Staff and Adults are trained to:

- < Recover students from the hallway if possible
- < Lock classroom door
- < Turn out the lights
- < Move away from sight
- < Do not open the door
- < Prepare to evade or defend

LOCKDOWN is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom and school security actions to protect students and staff from threat. Lockdown is a classroom-based protocol that requires locking the classroom door, turning off the lights and placing students out of sight of any corridor windows. Student action during LOCKDOWN is to remain quiet.

Public Address

The public address for Lockdown is: "**Lockdown! Locks, Lights, Out of Sight!**" and is repeated twice each time the public address is performed.

“ *Lockdown! Locks, Lights, Out of Sight!* ”
Lockdown! Locks, Lights, Out of Sight!

Actions

- The LOCKDOWN Protocol demands locking individual classroom doors, offices and other securable areas, moving room occupants out of line of sight of corridor windows and having room occupants maintain silence.
- In the event student or staff cannot get into a room before doors are locked, they should be instructed about other options. In this situation, students and staff should be trained to hide or even evacuate themselves away from the building or area. Students and staff should receive training on where to go, if they evacuate, so they can be safe and accounted for.
- Students and staff who are outside of classrooms when a Lockdown is announced, should get into the first available classroom with a teacher or a room that can be secured.
- Teacher, staff, and student training reinforces the practice of not opening the classroom door, once in Lockdown. Rather, no indication of occupancy should be revealed until first responders open the door.

* **Students may use their cell phone.**

Responsibility

The classroom teacher is responsible for implementing their classroom LOCKDOWN. If it is safe to do so, the teacher should gather students into the classroom prior to locking the door. The teacher should lock all classroom access points and facilitate moving occupants out of sight.

Red/Green Card

- < Green cards are placed in the classroom window to indicate that all occupants are in the room and there are no injuries
- < Red cards are placed in the classroom window to indicate that there are extra or missing occupants
- < Red cards are placed in the classroom window to indicate that someone inside is injured and requires medical attention

The TxSSC suggests that "Red Card/Green Cards should not be used for a lockdown." This is a suggestion/recommendation with the operative word being "should." The TxSSC introduction to the K-12 Standard Response Protocol Toolkit (Texas Edition) states "The intent of this toolkit is to provide **basic guidance with respect for local conditions and authorities.**" The authority having jurisdiction is the El Paso ISD Chief of Police Services. **EPISD will use the Red/Green Card Protocol.**

In an emergency situation your first call is to 911 and/or EPISD Police Dispatch. Do not call any other individual until you have activated first responders.

Administration

- Identify the hazard
- Take some action – **EPISD Police Dispatch, 911, and select the proper SRP**
- Account for your students
- First Responders will take it from there



EVACUATE - "To a Location"

This is an emergency situation/protocol



Students are trained to:

- < Leave Stuff behind
- < If possible bring Phone
- < Form a single file line

Staff and Adults are trained to:

- < Bring Red/Green Card and Class Roster
- < Lead students to evacuation location
- < Account for students and adults
- < Report injuries/issues using Red/Green Card method

EVACUATE is used to move students and staff from one location to a different location in or out of the building.

Public Address

"Evacuate! To a location! Evacuate to a location!"

For example:

"Evacuate to the football field! Evacuate to the football field!"

Actions

< EVACUATE Protocol demands that students and staff move in an orderly fashion
< Students are trained that if they are separated from their class during an evacuation, then joining an evacuation line is acceptable. They should be instructed to identify themselves to the teacher in their group after arriving at the Evacuation site.

- < Evacuation location may vary based on the incident (fire, gas leak, bomb threat, etc.)
- < Evacuation for a fire/fire drill will be to the pre-designated locations.
- < Evacuation for a gas leak may be to the pre-designated location(s), another building on the campus, or off campus (via bus)
- < Evacuation for a bomb threat may be to the pre-designated location(s), another building on the campus, or off campus (via bus)
- < **Students may use their cell phone.**

Red/Green Card

- < After taking roll the Red/Green Card system is employed for administration and/or first responders to quickly and visually identify the status of the teachers' classes
- < Green Cards (OK) - All students accounted for, no help is necessary
- < Red Cards (Help) - Extra or missing students or immediate medical attention is needed

Evacuation of Campus

- < The reunification will take place in the gym at the receiving campus
- < The receiving campus is responsible for setting up the Reunification process and designated parent signout area within the gym.
- < The administration and counselors from the evacuated campus will assist with the signout process
- < The remaining faculty and staff from the evacuated campus will maintain control and account for their students

Examples of EVACUATE conditions:

- < Fire/Fire Drill
- < Gas Leak/smell of gas
- < Bomb threat

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Administration

- Identify the hazard
- Take some action – **EPISD Police Dispatch, 911, and select the proper SRP**
- Account for your students
- First Responders will take it from there

SHELTER - "In Place"

This is an emergency situation/protocol



Hazards May Include:

- Severe Weather
- Flooding
- Extreme Winds
- Tornado
- Earthquake
- Hazardous Materials Spill
- Nearby Fire(s)

Severe Weather Safety Strategy:

- Evacuate to shelter area (area(s) away from exterior glass windows)
- Get to high ground (second floor)

Flooding Safety Strategy:

- Bring students in from portables
- Get to high ground (second floor)

Extreme Winds Safety Strategy:

- Bring students in from portables
- Evacuate to hallways

Tornado Safety Strategy:

- Bring students in from portables
- Evacuate to hallways
- Drop, cover, and hold

Earthquake Safety Strategy:

- Bring students in from portables
- Evacuate to hallways
- Drop, cover, and hold

Hazardous Materials Spill Safety Strategy:

- Bring students in from portables
- Shut off the HVAC system and seal off the room
- Close windows
- No transitions to other buildings on campus

Nearby Fire(s) Safety Strategy:

- Bring in students from portables
- Shut off the HVAC system and seal off the room
- Close windows
- No transitions to other buildings on campus

Safety Strategies May Include:

- Evacuate to shelter area (area(s) away from exterior glass windows)
- Get to high ground (second floor)
- Bring students in from portables
- Evacuate to hallways
- Drop, cover, and hold
- Shut off the HVAC system and seal off the room
- No transitions to other buildings on campus
- Close windows
- * **Students may use their cell phone.**

Public Address

The public address from SHELTER should include the hazard and safety strategy repeated twice each time the public address is performed.

“SHELTER! **Flooding** - Bring students in from the portables and get to high ground!”

“SHELTER! **Flooding** - Bring students in from the portables and get to high ground!”

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Administration

- Identify the hazard
- Take some action – **EPISD Police Dispatch, 911, and select the proper SRP**
- Account for your students
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