



## **CCSD EMERGENCY COMMUNICATION SYSTEM AND STANDARD RESPONSE PROTOCOLS**






The Cache County School District takes the safety and security of its staff and students very seriously. While we can't always control which emergencies will arise, we can prepare for emergencies and choose our responses to them.

With the aim of procuring an efficient, coordinated method to respond to emergencies, the Cache County School District has acquired a new Emergency Communication System (ECS) to be utilized throughout the district. The ECS offers Standard Response Protocols (SRP's) for a variety of potential emergencies. SRP's do not focus on individual scenarios, but rather on specific responses. Standardizing responses provides continuity of expectations and actions, and allows for quicker and more efficient response times, which can be critical in an emergency.

SRP's also allow for a more predictable series of actions as an event unfolds. For example, an intruder event may start as a Lockdown, but as the intruder is isolated, first responders might transition parts of the school to an "Evacuate to the Gym and Lockdown," and later "Evacuate to the Bus Zone."













## Standard Response Protocols

There are five specific responses that can be performed during an incident:

	<p><b>LOCKOUT: Secure the Perimeter</b> <i>Recover all students from outside the building, secure the building perimeter, lock all outside doors. Classes may proceed as normal.</i></p> <p><i>Typically used to safeguard staff and students within a building from an outside threat.</i></p>
	<p><b>SHELTER IN PLACE: Followed by Method</b> <i>Recover all students from outside the building, return to classrooms, close doors and windows, account for students, continue to teach and wait for instructions.</i></p> <p><i>Typically used to safeguard staff and students from a threat such as a natural or manmade disaster.</i></p>
	<p><b>LOCKDOWN: Locks, Lights, Out of Sight</b> <i>Immediately lock classroom, turn out lights, get out of sight, be quiet.</i></p> <p><i>Typically used to safeguard staff and students within a building from an internal threat.</i></p>
	<p><b>EVACUATE: Followed by Location</b> <i>Unless directed to a specific location, quickly move to the nearest exit and away from the building.</i></p> <p><i>Typically used to move staff and students from one location to another.</i></p>
	<p><b>ASSISTANCE NEEDED: Followed by Type</b> <i>If the incident is in your classroom, initiate alerts. If in a nearby classroom, render assistance.</i></p> <p><i>Typically used to respond to emergency situations such as a medical or localized incident.</i></p>

## Emergency Scenarios and Possible Protocols

The following table outlines emergency situations and possible protocols that may be used. As can be seen, a number of different protocols are possible for some scenarios. *The critical element in all situations is good judgement by adult staff.*

<b>Bomb Threat/Suspicious Packages</b>	 
<b>Disturbance/Criminal Activity in Area</b>	
<b>Disruptive/Unruly Person in Building/Fight</b>	
<b>Earthquake, Flooding, Severe Thunderstorm/Lightning, Utility Failure</b>	 
<b>Fire</b>	
<b>Tornado</b>	
<b>HAZMAT/Hazardous Materials Release</b>	 
<b>Suspicious Person in Building</b>	
<b>Armed Intruder/Shooter</b>	
<b>Medical Emergency</b>	
<b>Missing Student</b>	

## **LOCKOUT: Secure the Perimeter**



### **Definition:**

To rapidly increase the level of security in the facility. Exterior doors and main interior doors are locked to make it difficult for an intruder or a dangerous person to gain access to staff and students. Classes and interior activity can continue in a limited fashion.

### **Possible Situations Requiring a Lockout:**

- Disturbance/Criminal Activity in Area

### **Teacher Response:**

- Immediately move students from outside into building. Gather students into areas or classrooms with lockable doors.
- Close and lock all exterior and interior doors.
- Account for students and report your status to the administrator or designee by software application, email, text or phone.
- If students or staff must move about in the building, first obtain permission from the administrator or designee.
- Be prepared to rapidly implement an Evacuation if directed to do so.



## **SHELTER IN PLACE**

### **Definition:**

To take shelter within the facility when there is a possible threat from a natural or man-made disaster (extreme weather or biohazard) approaching.

### **Possible Situations Requiring a Shelter in Place:**

- Bomb Threat/Suspicious Packages
- Earthquake
- Flooding
- HAZMAT/Hazardous Materials Release Incident
- Utility Failure
- Severe Thunderstorm/Lightning
- Tornado

### **Teacher Response:**

- Immediately move students from outside into the building.
- Gather students into an interior area without windows, if possible.
- Close all windows and doors leading to hallways, common areas, and outside.
- Account for students and report your status to the administrator or designee by software application, email, text or phone.
- Listen to and follow instructions.
- Continue with classroom instruction. Wait until the “All Clear” signal is given before allowing students to exit the room.



## **LOCKDOWN: Locks, Lights, Out of Sight**

### **Definition:**

To rapidly increase the level of security in the facility when danger is imminent. Lockdown requires that all staff and students seek as much physical safety as possible by using barriers to sight, as well as physical barriers.

### **Possible Situations Requiring a Lockdown:**

- Armed Intruder/Shooter

### **Teacher Response:**

- Immediately **LOCK CLASSROOM**. If possible, barricade the door. If Lockdown occurs during a class change, clear the hallway and bathrooms adjacent to your room. Move everyone into the classroom. If you are not in a location with a lockable door, move students to a more secure area, if possible.
- **TURN OFF LIGHTS**. Close the blinds.
- **MOVE STUDENTS OUT OF SIGHT**. Move to an interior block wall out of sight. Keep all persons away from the doors and windows, to limit visibility.
- **REMAIN QUIET AND CALM**.
- Ignore all bells and alarms unless otherwise instructed.
- Allow no one in or out of the classroom until a uniformed policeman opens your door.
- When safe to do so, account for students and relay this information as instructed.

*Be ready for the dynamic involvement of law enforcement. An immediate rescue attempt may be required and staff may hear orders from the police to the suspect, or even gunfire. At some point law enforcement will conduct a “sweep” of the building. If law officers search your room, all occupants should lay on the floor with their hands extended. This will facilitate a quick search of all the occupants.*



## **EVACUATE**

### **Definition:**

To quickly exit the facility whenever it is determined that it is safer outside the building than inside.

### **Possible Situations Requiring an Evacuation:**

- Bomb Threat/Suspicious Package (As Directed)
- Disruptive/Unruly Person in Building/Fight (As Directed)
- After Earthquake, Flooding, Utility Failure (As Directed)
- Fire
- HAZMAT/Hazardous Materials Release Incident
- Armed Intruder/Shooter (When Directed)

### **Teacher Response:**

- Turn off the lights and lock the door behind you.
- Evacuate the building according to the established evacuation route. Go to the designated location, or to a location at least 300 feet from the building.
- Ensure that special needs persons in the immediate area are provided assistance by designees.
- During the evacuation, remain alert to potential hazards in the area. If you encounter fire, or any other significant hazard, or find the designated pathway blocked, seek an alternate route.
- Once you reach the evacuation location, account for students and report your status to the administrator or designee.
- Stay in place. Do not let students back in the building for any reason!
- Remain alert to potential dangers in the area and properly supervise students under your care. Wait for the announcement of “All Clear” before returning to the building.



## **ASSISTANCE NEEDED**

### **Definition:**

To alert administration and medical personnel of an emergency situation within your classroom.

### **Possible Situations Requiring an Assistance Needed Alert:**

- Suspicious Person in Building
- Medical Emergency
- Disruptive/Unruly Person in Building/Fight

### **Teacher Response:**

- After sending the alert, follow up in the app with specific details to facilitate a quick, appropriate response.
- Depending on the situation, elicit assistance from administration, a school resource officer, or EMTs assigned to the building.
- Calling 911, when appropriate to the situation, provides real time communication with first responders.