

## Our Emergency Response Protocol



The Gervais School District uses the [Standard Response Protocol](#) to respond to incidents and threats. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by the staff and students of our district.

The Standard Response Protocol (SRP) is based not on individual scenarios, but on the response to any given situation. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is called for by its name and is then followed by a "Directive."

- **Lockout** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building when there is a potential threat outside the school.
- **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place when there is a potential threat inside the school.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self-protection.

If the action is Lockdown, it would be announced on our PA systems as "Lockdown! Locks, Lights, Out of Sight." Communication to the local law enforcement agencies would then be "We are under Lockdown."

- **LOCKOUT VS. LOCKDOWN**

The differentiation between **Lockout** and **Lockdown** is a critical element in SRP.

- A **LOCKOUT** recovers all students from outside the building, secures the building perimeter and locks all outside doors. This action 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 **Lockout** response. While the **Lockout** response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or

distraction. At Gervais School District, our exterior doors and gates are locked most of the school day, so the noticeable differences would be that any students outdoors would be brought indoors, students would not be allowed to go outdoors at any time during the event and the exterior doors will not be opened during the event. This means that parents will not be allowed to pick up their children and will be warned away from the exterior of the school (as much as possible by law enforcement), as that is where the threat exists. Parents will be contacted when the **Lockout** is lifted and given instructions for reuniting with their children.

- **LOCKDOWN** is a classroom-based protocol that requires locking each classroom door, turning off the lights and placing students out of sight of any corridor windows. Student action during **Lockdown** is to remain quiet. At Gervais School District, a **Lockdown** would be implemented when there is a threat, or potential for a threat, inside our buildings. Parents should stay away from the schools for their safety and to allow unimpeded access to first responders. Parents will be contacted via automated phone message when the **Lockdown** is lifted and given instructions for reuniting with their children.

- **EVACUATE**

In an **Evacuate** action, students are taken out of the school(s) and moved to another location. The evacuation site may be on-campus or off, depending on the threat. The district will notify parents via automated phone message outlining where to go to reunite with their child.

- **SHELTER**

In a **Shelter** action, students and staff may take shelter within a school or may be evacuated to another site. If students are evacuated out of school, parents will be notified via automated phone message outlining where to go to reunite with their child.

**\*It is critical for all parents to ensure that their contact information on file with the schools is current, so that they will receive the automated phone message calls that the district sends to keep parents informed during these response actions.**

**\*Parents or guardians may be required to show ID to ensure student safety during the reunification process following an event. Please be prepared to show ID.**

Gervais School District coordinates this Response Protocol and drills in close cooperation with the Gervais Police Department. In the event of any threat or incident, our two agencies are in constant communication and because of their close proximity, GPD personnel are on-site and in the buildings very quickly to safeguard our students. If you have questions about our Response Protocol, please contact the district office at 503-792-3803 x5012.