







THE STANDARD RESPONSE PROTOCOL FOR THE DISTRICT 300 COMMUNITY

ACTION	DEFINITION	WHY IS THIS ACTION USED?
 HOLD	<p>The HOLD action is used when the hallways in the school need to remain clear. Classroom learning will still take place as normal during a HOLD, but students may not be able to change classes until after the HOLD has been lifted.</p>	<ul style="list-style-type: none"> • An altercation in a hallway • A medical issue that needs attention • Unfinished maintenance operation in a common area during class changes • Canine Protocol (Secondary Schools)
 SECURE	<p>The SECURE action is called when there is a threat or hazard outside of the school building. SECURE uses the security of the physical facility to act as protection. During SECURE, all students and staff are brought into the secure building. Classes are able to continue uninterrupted inside the building.</p>	<ul style="list-style-type: none"> • An unknown or unauthorized person on the grounds • Dangerous animal on or near the grounds • Criminal activity in the area • Planned police activity in the neighborhood
 LOCKDOWN	<p>LOCKDOWN is called when there is a threat or hazard inside the school building. The LOCKDOWN action advises making rooms look unoccupied by locking individual classroom doors, offices and other securable areas, moving occupants out of the line of sight of corridor windows, turning off lights, and having occupants maintain silence, including silencing cell phones.</p>	<ul style="list-style-type: none"> • Active assailant or intruder • Dangerous animal within a school building • A person who poses a threat of harm • Report of a weapon
 EVACUATE	<p>EVACUATION is called when there is a need to move people from one location to another. During an EVACUATION, students and staff are asked to move from one location to another in an orderly fashion.</p>	<ul style="list-style-type: none"> • Fire • Power outage • Gas leak • Bomb threat
 SHELTER	<p>The SHELTER action is called when specific protective actions are needed based on a threat or hazard. Sheltering requires that all students and staff follow response directives based on the threat or hazard.</p>	<ul style="list-style-type: none"> • Tornado • Severe weather • Wildfires • Flooding • Hazmat spill or release • Earthquake
 REUNIFY	<p>Circumstances may occur at the school that require parents/guardians to pick up their students in a formalized, controlled release. The process of controlled release is called a REUNIFY and could occur on-site at the school or off-site at another location.</p>	<ul style="list-style-type: none"> • Severe weather • Power outage • Hazmat event • Danger outside the school • Crisis occurs at the school