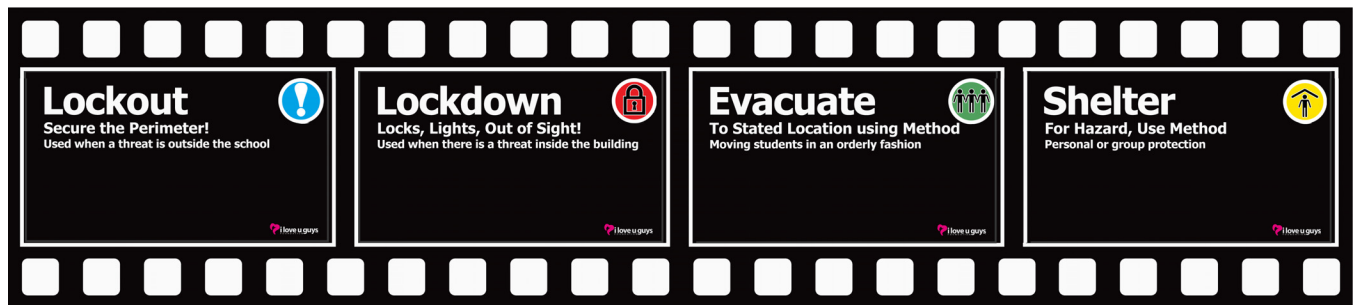


The Standard Response Protocol

Presentation Training Workbook

The "I Love U Guys" Foundation

Version 1.1



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The "I Love U Guys" Foundation

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Warnings and Disclaimer

Every effort has been made to make this book as complete and accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis.

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Peace.

It does not mean to be in a place where there is no noise, trouble, or hard work.

It means to be in the midst of those things and still be calm in your heart.

About the Presentation

This presentation has been developed to assist law enforcement, school, or district personnel in rapidly training students, teachers and other stakeholders the common language and actions of The Standard Response Protocol (SRP).

This workbook has been developed to assist presenters in learning the SRP presentation. You can download a PDF of this workbook and the associated presentation in PowerPoint or Keynote, at no charge, by visiting <http://iloveguys.org>.

About the Physical Media

The "I Love U Guys" Foundation is committed to providing digital material online, at no charge to districts, departments or agencies.

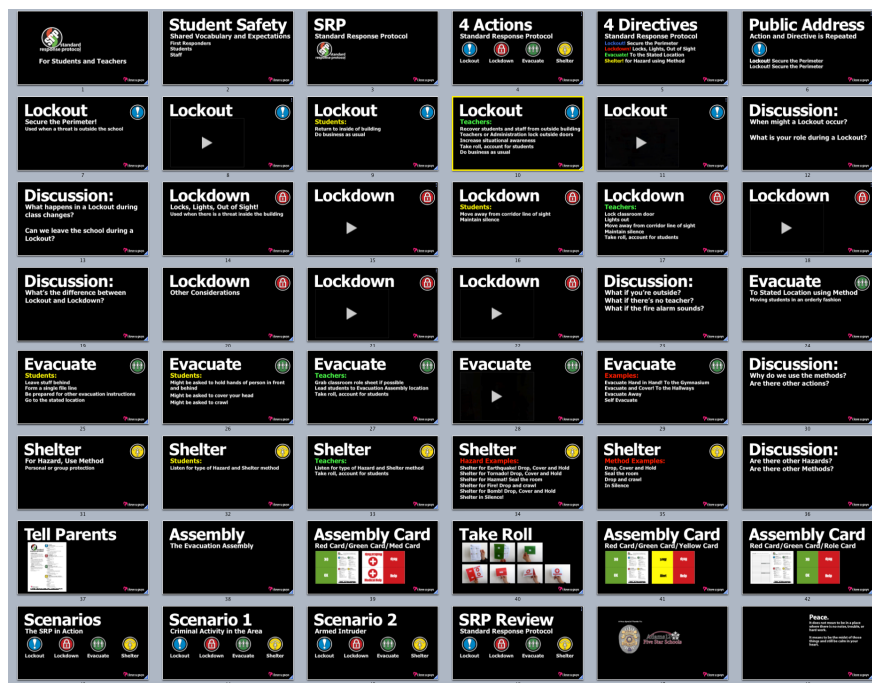
Through Amazon and CreateSpace we also allow purchasing of books, workbooks, DVDs and USB Thumb-drives. All proceeds and/or royalties from these purchases go to the The "I Love U Guys" Foundation.

If you are purchasing materials in quantity, please consider contacting us directly with your request. Email: purchase@iloveguys.org. But for smaller orders please start with our CreateSpace eStore; they handle all of the order, and have payment and fulfillment capabilities that The "I Love U Guys" Foundation does not have in house.

We recognize the budget constraints that many districts are feeling and have attempted to keep prices reasonable. We strongly suggest that you compare costs and use the downloadable versions of all materials. (Remember, free.)

Light Table

These are the slides used in the Standard Response Protocol Presentation.



Optional

Slides 21 and 22 contain advice that should be verified by your local fire department or safety team.

The workbook page will contain these indicators:

Notice



Please consult your district safety team for guidance regarding this advice.

Notice



Please consult your local fire department for guidance regarding this advice.

Backstory

Backstory is included where other background information may be useful.

Slide

The Slide provides a preview of the presentation display.

Script:

The Script area contains the suggested spoken words given during the presentation.

Script Additions

Spoken word script additions can be readily captured.

Notes

The Notes area can be used to jot ideas down as they occur.

Presentation Tip

These are simple reminders of additional things you can do during the presentation.

Video

Video thumbnails act as a reminder for the content of the clip.

Student Discussion Outline

Suggested Student discussion topics.

Staff Discussion Outline

Suggested Staff discussion topics.

Optional

Optional conversation depending on your school.

Using the Workbook

The workbook has been designed to act a tool for students and staff to learn the SRP training presentation. As you review the materials, feel free to jot notes or add your own script additions.

Different components of the page have been color coded for easy identification. Don't be shy about having the workbook open, and referring to it, during your presentation, especially when in open discussion. Using a sticky note or folding the corner of the discussion pages may prove convenient as you give the presentation.

The collage displays five pages from the Standard Response Protocol Student and Teacher Training Guide, illustrating the layout and components of the workbook. Red arrows connect the descriptive text blocks on the left to the corresponding sections in the workbook pages.

- Page 12:** Shows the "Lockout" section. It includes a "Script" area with the text: "Let's start with Lockout. If there is a threat outside the building, then bring everyone in, and lock the outside doors. Usually, Lockout is called by district or law enforcement emergency dispatch. Sometimes, Lockout is called when staff or students notice something weird or strange." Below the script is a "Script Additions" area. To the right is a "Notes" area.
- Page 13:** Shows the "Lockout" section. It includes a "Video" thumbnail, a "Presentation Tip" (Audio and Video on this slide. Press 'Next' to start the video.), and a "Script" area with the text: "Let's take a quick look at this." Below the script is a "Script Additions" area.
- Page 16:** Shows the "Lockout" section. It includes a "Video" thumbnail, a "Script" area with the text: "Let's take a quick look at this." Below the script is a "Script Additions" area.
- Page 17:** Shows the "Student Discussion Outline" section. It includes a "Presentation Tip" (Please take a few moments with the topics outlined below.), a "Student Discussion Outline" with the question "When might a Lockout occur?" and a list of topics (Dangerous animal near school, Criminal activity in the area, Bank robbery, High speed chase, Suspicious person, Civil unrest, Riots, Demonstrations, Early issue), and a "Staff Discussion Outline" with the question "What is your role during a Lockout?" and a list of topics (Teachers/Staff, Are all doors accounted for?, Does your classroom have an outside door?, Take roll, Increase awareness, Who is responsible for reporting to staff?, Staff: by reporting to main office, School receives the call from police and should initiate the lockdown within the school. This should occur without having to go through a chain of command.). Below the staff discussion outline is an "Optional Discussion" section with the question "What about Modular Buildings?" and the text: "Depending on the threat or danger, students in modular structures may be asked to Evacuate to the main building."

Presentation Software

The presentation is available in PowerPoint for Windows and Mac, and in Keynote for Mac. The Windows PowerPoint can be run without having software resident on your PC. The Mac versions do need to have the software installed in order to run the presentation.

Customizing the Presentation

Some organizations have asked if they can insert their district, department or agency logo into the presentation. The answer is "Yes."

The first slide can easily accommodate your logo to the right of the main SRP logo. On the lower right there should be room for your logo above The "I Love U Guys" Foundation logo. Look at the master template.

There may also be information which is specific to your school or district that would be appropriate to include in this presentation; even as far as re-shooting the video components. Please feel free to add it. The only caveat is that you retain the core actions and directives of the Standard Response Protocol.

Fonts and Design Characteristics

The font used in the presentation is Tahoma Bold. It was selected for its clean look when projected and its pervasiveness on most systems. (There is also an ingrained familiarity with our student audience.) Both Windows and Mac machines usually ship with Tahoma Bold.

Font sizes in the presentation are limited to 160pt, 64pt, and 48pt. These size restraints allow for a consistent look and feel during the presentation.

If you need to add slides, try to stick with a "copy, paste and edit" strategy. This will keep the registration of elements between slides.

Feedback

We need to hear from you. Please let us know if you're using the materials. Any improvements, suggestions or comments are welcome. Email: feedback@iloveguys.org

Notes

Notes

Computer Requirements

The presentation contains audio/video components, so your computer needs audio out as well. The presentation was designed in 720p high definition format (size in pixels: 1280 x 720). Because of this, please pay attention when you display and make sure that if scaling is necessary you constrain proportions.

A Note About Our Presentation Philosophy

We believe that people want to hear you speak about a topic, not read what you say on screen. So, many of the slides are simple; this allows your audience watch and listen to you. Some slides are designed to reinforce your spoken word.

Practice. Practice. Practice. There is a pace to the presentation and practice will give you the right "cadence" for you. Some of this cadence is already built in. The timing between spoken word, video presentation and open discussion is designed around student media viewing expectations.

If you have a handout or an evaluation, distribute it after your presentation. Otherwise, students and staff may read your handout while you're speaking. Now, with all of that said, we also think that whatever you do is just fine. It's your show.

Ready. Set. Go!

This can be an informative presentation for any audience. While it's a serious topic, don't be shy to introduce a little humor as well. Most of all, relax.

Slide 1



For Students and Teachers



Notes

Script:

Good Day. We're going to spend a half hour or so talking about our student safety program.

Script Additions

Backstory

Tragedy Struck

On September 27th, 2006 a gunman entered Platte Canyon High School in Bailey Colorado, held seven girls hostage and ultimately shot and killed Emily Keyes.

During the time she was held hostage, Emily sent her parents text messages... "I love you guys" and "I love u guys. k?" Emily's kindness, spirit, fierce joy, and the dignity and grace that followed this tragic event define the core of The "I Love U Guys" Foundation.

Mission

The "I Love U Guys" Foundation was created to restore and protect the joy of youth through educational programs and positive actions in collaboration with families, schools, communities, organizations and government entities.

Standard Response Protocol

After extensive research, The "I Love U Guys" Foundation developed the Standard Response Protocol (SRP), a classroom response to any school incident.

Notes

Slide 2

Student Safety

Shared Vocabulary and Expectations

First Responders

Students

Staff



Script:

Schools across the country are adopting a universal standard to enhance student safety during an incident or emergency.

This is an all hazard approach that can be implemented during any crisis.

The key is that there is a simple, shared vocabulary between students staff and first responders. And when used, everyone involved shares expectations.

Script Additions

Slide 3

SRP

Standard Response Protocol



Notes

Script:

It's called The Standard Response Protocol. And it's based on four actions that students and staff take during an incident.

Script Additions

Notes

Slide 4

4 Actions

Standard Response Protocol



Lockout



Lockdown



Evacuate



Shelter



Script:

The actions are Lockout, Lockdown, Evacuate and Shelter.

Script Additions

Slide 5

4 Directives

Standard Response Protocol

Lockout! Secure the Perimeter

Lockdown! Locks, Lights, Out of Sight

Evacuate! To the Stated Location

Shelter! for Hazard using Method



Notes

Script:

Each action has its own directive:
Lockout! Secure the Perimeter;
Lockdown! Locks, Lights, Out of Sight;
Evacuate! To the Stated Location;
Shelter! for Hazard using Method.

Script Additions

Presentation Tip

Depending on the audience, making a megaphone with your hand might loosen the crowd.

Notes

Slide 6

Public Address

Action and Directive is Repeated



Lockout! Secure the Perimeter
Lockout! Secure the Perimeter



Script:

Any time these are called on the PA, then the action and directive are repeated.

For instance,
Lockout! Secure the perimeter.
Lockout! Secure the perimeter.

Script Additions

Slide 7

Lockout

Secure the Perimeter!

Used when a threat is outside the school



Notes

Script:

Let's start with Lockout.

If there is a threat outside the building, then bring everyone in and lock the outside doors.

Usually, Lockout is called by district or law enforcement emergency dispatch.

Sometimes, Lockout is called when staff or students notice something weird or strange.

Script Additions

Video



Voiceover

A Lockout deals with a threat outside of the school. A Lockout could be the response to a violent person or incident in the community near your school.

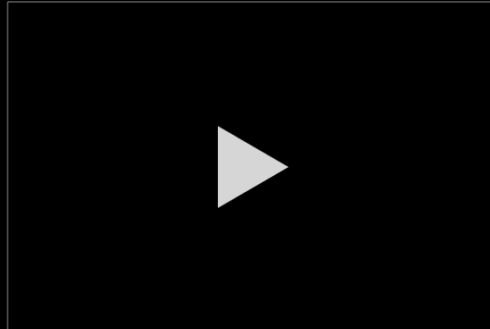
Presentation Tip

Audio and Video on this slide.
Press "Next" to start the video.

Notes

Slide 8

Lockout



Script:

Let's take a quick look at this.

Script Additions

Slide 9

Lockout

Students:

Return to inside of building
Do business as usual



Notes

Script:

So students are instructed to come back into the building.

Students may be asked to go to their home rooms, the cafeteria, the gymnasium or the auditorium.

Script Additions

Notes

Slide 10

Lockout



Teachers:

Recover students and staff from outside building
Teachers or Administration lock outside doors
Increase situational awareness
Take roll, account for students
Do business as usual



Script:

Teachers, staff or administration will get students back into the building. Teachers will take roll and notify the office of missing or extra students. Increase situational awareness, but conduct class as usual.

Script Additions

Slide 11

Lockout



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Script:

Let's take a quick look at this.

Notes

Video



Voiceover

Lockouts are typically called for by law enforcement officials... "Hi this is Evan with Broomfield Police Department..." or district personnel. "A Lockout? OK. Thank you for the information."

"Attention students, we're in Lockout. Secure the Perimeter. Lockout. Secure the Perimeter."

The goals of a Lockout are to get all students and staff inside the building... "Guys, c'mon in. You need to get inside. Go up to the first classroom on the right. Hurry up..." And then lock all exterior doors.

In most cases of a Lockout, it will be business as usual inside the school.

However, in some cases, a Lockdown will sometimes be issued with a Lockout. Particularly if the threat is near the school.

Presentation Tip

Audio and Video on this slide.

Presentation Tip

Please take a few moments with the topics outlined below.

Student Discussion Outline**When might a Lockout occur?**

What we're talking about are when threats or dangers are outside of the school. Some ideas:

- Dangerous animal near school
- Criminal activity in the area
 - Bank robbery
 - High speed chase
 - Suspicious person
- Civil unrest
 - Riots
 - Demonstrations
- Custody issue

What is your role during a Lockout?

- Students
 - Return to the building
 - Business as usual
 - Increased awareness

Slide 12

Discussion:

When might a Lockout occur?

What is your role during a Lockout?

**Script:**

When might a Lockout occur?

What is your role during a Lockout?

Optional Discussion**What about Modular Buildings?**

Depending on the threat or danger, students in modular structures may be asked to Evacuate to the main building.

Staff Discussion Outline**What is your role during a Lockout?**

- Teachers/Staff
 - Are all doors accounted for?
 - Does your classroom have an outside door?
 - Take roll
 - Increase awareness

Who can initiate a Lockout?

- Student: by reporting to staff member
- Staff: by reporting to main office.
- School receives the call from police and should initiate the lockout within the school. This should occur without having to go through a chain of command.

Who is responsible for locking exterior doors?

This is a school-by-school decision and should be discussed in advance and reviewed frequently.

Which exterior doors at your building are unlocked?

This is school-specific answer, however, most doors should already be locked.

How many doors are unlocked?

This is a school-specific answer.

Who has keys to lock the doors?

This is a school-specific answer.

How are students and staff outside notified?

- Intercom system with outdoor speakers
- Staff with radios.
- Staff outside of the building with students should have a radio at all times.

If you don't have the ability to call on radio or intercom, what are your options?

Send a messenger to run to students and staff, and have them come inside.

When would a lockdown and lockout be called for at the same time?

If there is a security concern outside of your school, but on or near school property.

Slide 13

Discussion:

What happens in a Lockout during class changes?

Can we leave the school during a Lockout?



Script:

What happens in a Lockout during class changes?

Can we leave the school during a Lockout?

Script Additions

Presentation Tip

Please take a few moments with the topics outlined below.

Student Discussion Outline

What happens in a Lockout during class changes?

This is school specific answer.

In the case where class change involves a multi-building campus and students are outside, return to the nearest building, move away from the entrance, and await instructions.

Another circumstance might be to proceed to the normal, next classroom.

Another circumstance may be to return to your homeroom.

Can we leave the school during a Lockout?

This is circumstantial. It may be necessary to keep students in their classrooms, even after school lets out.

Staff Discussion Outline

What if Lockout extends past school hours?

This is circumstantial. If it's necessary to keep students in their classrooms after school, many schools allow for text messaging by the students to parents or employers.

Notes

Notes

Slide 14

Lockdown



Locks, Lights, Out of Sight!

Used when there is a threat inside the building



Script:

Lockdown! Locks lights out of sight.

Lockdown! Locks lights out of sight.

Lockdown is when there is a threat or danger inside the building.

Script Additions

Slide 15

Lockdown



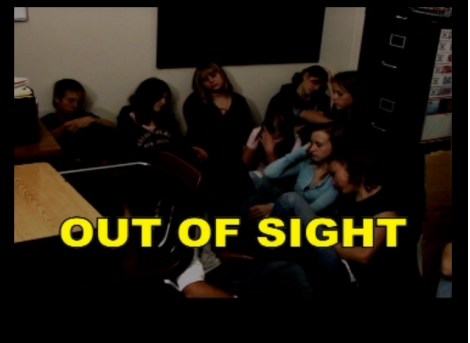
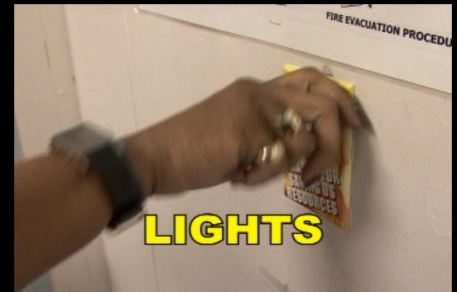
i love u guys
FOUNDATION

Script:

Let's take a quick look at this.

Script Additions

Video



Voiceover

Lockdown deals with an internal threat and entails locking interior doors, turning off lights and hiding.

An easy way to remember this is "Locks, Lights, Out of sight."

Since the threat is already inside the building, during a Lockdown there is no advantage to locking any unlocked exterior doors.

In fact, locking these doors may put staff at unnecessary risk. This also allows quick and easy access of Law Enforcement into your building.

Presentation Tip

Audio and Video on this slide.

Notes

Slide 16

Lockdown



Students:

Move away from corridor line of sight

Maintain silence



Script:

Students... Get out of sight. Please be quiet. Pay attention.

Script Additions

Slide 17

Lockdown



Teachers:

- Lock classroom door
- Lights out
- Move away from corridor line of sight
- Maintain silence
- Take roll, account for students



Notes

Script:

Locks. Lights. Out of Sight.
Silence.
Take roll.

Script Additions

Video**Voiceover**

If you are in a classroom when a Lockdown is called, the main thing to remember is "Locks, Lights, Out of sight."

As students gather in a safe area of the room, lock the door and turn off all lights.

Have everyone in the room move to a location that is out of sight. Pick an area of the room that can't be seen from any interior window.

An actual lockdown may not be resolved for several hours.

Here's how you should wait: Stay in the safe location. Don't move around the room. Remain silent.

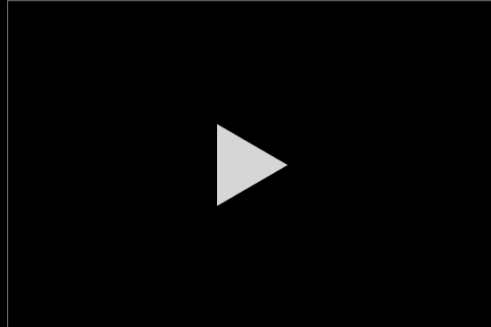
Staff: Take written attendance of who is in the room. Note anyone missing or any extra students or staff.

Presentation Tip

Audio and Video on this slide. Press "Next" to start the video.

Slide 18

Lockdown



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Script:

Let's take a quick look at this.

Script Additions

Slide 19

Discussion:

What's the difference between Lockout and Lockdown?



Script:

What's the difference between Lockout and Lockdown?

Student Discussion Outline

What is the difference between a Lockout and a Lockdown?

Whether or not the threat is inside or outside of the building.

- Lockout: the threat is outside the school building - Secure the Perimeter
- Lockdown: threat is close to or inside the building - Locks, Lights, Out of Sight

What is your role during a Lockdown?

- Move to a safe area (Safe Zone) of the classroom
- Be quiet. If you have a cell phone, silence the ring tone.

Is it okay for students or staff to fight back?

NOTE TO TEACHER: The only acceptable answer is that it's a personal decision you will have to make based on the actual circumstances.

It's not a yes or no answer.

What should you do if you see or hear a potential school violence situation?

Take appropriate safety measures and report what you see to a staff member if you're able to do so.

What should you do if you are in a classroom without a teacher?

Locks, Lights, Out of Sight

If you don't know where the threat is, and you are behind a locked door, this may be your safest option.

If the door isn't locked, close the door and hide. Find the best possible hiding place (e.g. in a cabinet, behind a desk, or in a closet).

You may try to evacuate if the threat is not in your immediate vicinity.

Presentation Tip

Please take a few moments with the topics outlined below.

Notes

Staff Discussion Outline

Is it okay for students to send text messages?

Yes, but only to parents or police. Students need to silence their ring tones. Do not send messages to other people within the building because this could be detected and draw unwanted attention to them.

Is it okay to get students out of the hallway?

Yes, if you can do so without compromising the safety of the students in your classroom.

When should you open your classroom door?

NEVER! The door will be opened by an authorized person with a key.

What is your role during a lockdown?

- Locks, Lights, Out-of-sight!
- Take written attendance, note missing or extra students.

What is the safest location in your classroom?

Things to consider:

- SAFE ZONE: Out of sight to threat
- Location of threat (outside or inside)
- Have you already determined the SAFE ZONE in all of the classrooms you use?

Notes**Slide 20**

Lockdown

Other Considerations

**Script:**

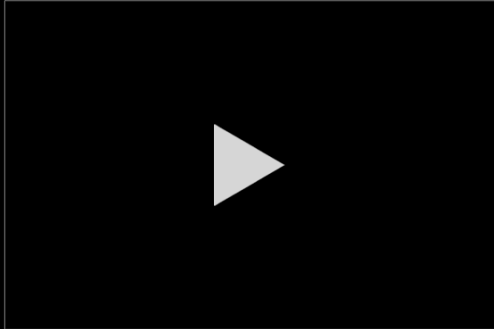
When assessing your personal safety during a Lockdown, situations may arise where you have to make a decision.

Fire alarms or other conditions may change how you respond.

Script Additions

Slide 21

Lockdown



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Script:

Let's take a quick look at this.

Notice



Please consult your local fire department for guidance regarding this advice.

Script Additions

Video



Voiceover

If a fire alarm sounds, do not leave your safe location unless you are certain a fire is threatening your room.

If you are forced to evacuate due to a fire, keep in mind that the hall may not be your best escape route.

Presentation Tip

Audio and Video on this slide.

Video**Voiceover**

During the initial moments of a school violence situation, the official call for a lockdown may not have occurred or may not have been heard by everyone.

You need to assess your personal safety. Consider your best option.

This may include staying in a classroom behind a locked door, hiding or self evacuating.

Self Evacuation, which means exiting the school and leaving the campus, is an option.

If you're in a hallway, a common area or near an exterior door, Self Evacuation may be your best choice.

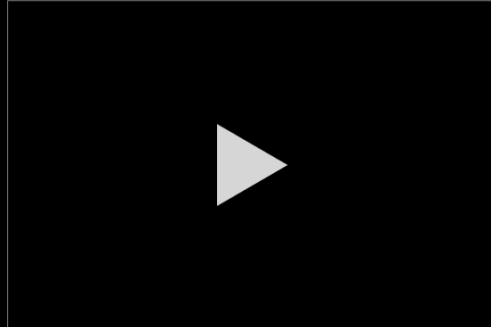
Once you've arrived at a safe location, you should immediately check in with your parents and the school district to let them know you are safe.

Presentation Tip

Audio and Video on this slide.

Slide 22

Lockdown



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Script:

Let's take a quick look at this.

Notice

Please consult your district safety team for guidance regarding this advice.

Script Additions

Slide 23

Discussion:

What if you're outside?

What if there's no teacher?

What if the fire alarm sounds?



Presentation Tip

Please take a few moments with the topics outlined below.

Notes

Staff Discussion Outline

Is staff allowed to self-evacuate?

Yes. Especially if you don't typically work in a classroom setting (e.g. campus supervisors, custodians). However, look at all the factors; is the exit close and away from the threat?

If you can do it safely, assist students in evacuation.

If you self-evacuate, where will you go?

Staff members should have a predetermined evacuation site that is known to administration and police. (e.g. recreational center, church or business)

Once you get to your pre-determined evacuation site what should you do?

Call 9-1-1 or the district Comm Center, and notify the dispatcher of your location. Wait there and gather all interior and exterior school keys to give to police.

Do you have predetermined evacuation sites?

If you do have pre-planned evacuation sites, make sure all staff know what and where those are.

If you do not, you should establish them soon and communicate your school-wide decision with all staff regularly.

Student Discussion Outline

What are your safety options?

- Locks, Lights, Out of Sight
- Move away from the noise/threat
- Stay behind a locked door
- Hide: Where would you hide? (Closets, bathroom, under desks)
- Evacuate: Go home, to a recreational center, business or other safe place. (Other considerations: Can you get there on foot? Should you try to get to your car?)

What should you do once you are in a safe location?

- Once you are safely away from the school, call parents or guardians and also call the district.

When assessing your safety, what should you consider?

- Location of the threat. (Do you know where the threat is?)
- Closest exit. (Can you see the exit? Is it away from the threat, noise or commotion?)
- Closest classroom. (It may not be your regular classroom.)

What should you do if you are in a common area (e.g. lunch room, library, auditorium)?

Same answers as above. (Consider the location of the threat and the closest exits and classrooms).

Where is the closest safe place to your school?

- Another school
- Nearby business (e.g. 7-11)
- Recreational Center
- Friend's house
- Your house
- Family member's house.

What should you do if you hear a fire alarm during a lockdown?

Stay in the classroom unless you see fire or if smoke is filling your classroom. If you must evacuate due to a fire or smoke, the hallway may not be your best option. Consider using an alternate door, window, or any other exterior exit.

Notes**Slide 24**

Evacuate

To Stated Location using Method
Moving students in an orderly fashion

**Script:**

Evacuate is how to move students in an orderly fashion from point A to point B. A fire drill is really: "Evacuate Out of the Building."

With the SRP, Evacuate is always followed by a location. For instance:
Evacuate to the Gym.

Evacuate to the Gym

Script Additions

Slide 25

Evacuate



Students:

- Leave stuff behind
- Form a single file line
- Be prepared for other evacuation instructions
- Go to the stated location



Notes

Script:

Students, leave your stuff. Listen for the Evacuation location.

You may be given additional instructions on how to Evacuate.

Script Additions

Notes

Slide 26

Evacuate



Students:

Might be asked to hold hands of person in front and behind

Might be asked to cover your head

Might be asked to crawl



Script:

For instance, the fire department or law enforcement may ask you to Evacuate hand-in-hand, or cover your head, or even crawl.

Some of these methods are for self protection. Others methods let law enforcement see your hands.

Script Additions

Slide 27

Evacuate



Teachers:

Grab classroom role sheet if possible

Lead students to Evacuation Assembly location

Take roll, account for students



Notes

Script:

Teachers, grab the role if possible.
Often you're in the lead.

If evacuating hand-in-hand, watch
your pace around corners and on
stairs.

Script Additions

Video**Notes****Presentation Tip**

Audio and Video on this slide.
Press "Next" to start the video.

Slide 28

Evacuate

**Script:**

Let's take a quick look at this.

Voiceover

When law enforcement begins the evacuation, here is what to expect:

An officer will unlock your door and enter the room. Stay where you are. An officer will give you specific instructions you must follow.

"It's Broomfield Police Department. You're safe, everything is OK, we're going to get you out of the building. I need everyone to follow my instructions. I need a single file line, leave all of your personal property on the floor where it is. Form a single file line, right here at the door. Teacher, I need you in front please."

You'll be asked to leave your stuff behind, form a line at the door with the teacher in front...

"I need everyone to hold hands with the person to the right and left."

...Hold hands with the person in front of and behind you until you reach your final destination.

Wait quietly for further instructions from the officer.

"Teacher, I need you to walk out and follow the instructions of that officer right there. Go ahead."

You will be told to proceed to the next officer. Walk, do not run and do not talk.

"Walk towards the stairs."

Follow the directions of the officers guiding you during the evacuation. They could be giving you verbal directions or hand signals. Watch the pace of your line. Be aware of obstacles, such as corners, fallen objects, debris or stairs, which may affect the speed your line can move.

Don't stop till you reach the location you were directed to.

"Keep moving. All the way to the end of the fence."

Verify attendance and wait for further instructions.

Slide 29

Evacuate



Examples:

Evacuate Hand in Hand! To the Gymnasium
Evacuate and Cover! To the Hallways
Evacuate Away
Self Evacuate



Presentation Tip

When speaking, don't hesitate to extend your arms when saying "hand-in-hand" or covering your head on "Evacuate and cover."

Notes

Script:

Here are some examples:
Evacuate hand-in-hand!
To the gymnasium
Evacuate and cover! To the hallway.
Evacuate away

Script Additions

Presentation Tip

Please take a few moments with the topics outlined below.

Student Discussion Outline

What should you do if somebody knocks on your door and says they are the police?

Nothing. Remain quiet. Do not answer the door! Officers or school administrators will have a key to get into your room.

What can you take with you when you evacuate?

Anything that will fit in your pockets and is readily available (e.g. keys, cell phone). Realize you will not always have time to get these things if they're not already in your pockets.

Why is it important to hold hands when you evacuate?

It keeps your class together for easier accountability and reunification, and it allows for police officers to see your hands.

What is your role during an evacuation?

Follow police instructions.

Can lockdown be ended with an announcement?

No. All doors will be unlocked by police or school administration.

Why do we use the methods?

Student and first responder safety. It's very important that Law Enforcement can see your hands during an evacuation.

Are there other actions?

It depends on the incident, but you may be asked to assist other students or do some other action during an evacuation.

Slide 30

Discussion:

**Why do we use the methods?
Are there other actions?**

**Script:**

Why do we use the methods?
Are there other actions?

Staff Discussion Outline

What is your role during the release and evacuation process?

Follow police instructions

At the Evacuation assembly area, take attendance to make sure you still have everyone who was with you while you were locked down in the building.

Script Additions

Slide 31

Shelter

For Hazard, Use Method

Personal or group protection



Notes

Script:

You may have heard “Shelter-in-place.” The SRP gets specific and tells you the hazard and what to do.

For instance:

Shelter for Tornado. Drop cover and hold
Shelter for Tornado. Drop cover and hold

Script Additions

Notes

Slide 32

Shelter



Students:

Listen for type of Hazard and Shelter method



Script:

Students, when you hear "Shelter," listen for the hazard, like tornado, and use the method for self protection.

Script Additions

Slide 33

Shelter



Teachers:

Listen for type of Hazard and Shelter method
Take roll, account for students



Notes

Script:

Teachers, same thing. When possible, take roll to see if attendance has changed since the beginning of class. Notify the office if you have missing or extra students or staff.

Script Additions

Notes

Slide 34

Shelter



Hazard Examples:

Shelter for Earthquake! Drop, Cover and Hold

Shelter for Tornado! Drop, Cover and Hold

Shelter for Hazmat! Seal the room

Shelter for Fire! Drop and crawl

Shelter for Bomb! Drop, Cover and Hold

Shelter in Silence!



Script:

Shelter for Earthquake! Drop, Cover and Hold

Shelter for Tornado! Drop, Cover and Hold

Shelter for Hazmat! Seal the room

Shelter for Fire! Drop and crawl

Shelter for Bomb! Drop, Cover and Hold

Shelter in Silence!

Script Additions

Slide 35

Shelter

Method Examples:

Drop, Cover and Hold

Seal the room

Drop and crawl

In Silence



Notes

Script:

Here are some methods:

Drop, Cover and Hold

Seal the room

Drop and crawl

In Silence

Script Additions

Presentation Tip

Please take a few moments with the topics outlined below.

Student Discussion Outline

Are there other Hazards?

Discuss other hazards that may be specific to your school.

For example, in the mountains of Colorado, all students receive training for wildlife encounters, such as bear or mountain lion.

Are there other Methods?

Discuss other hazards that may be specific to your school.

For example, in the mountains of Colorado, all students are trained to "get big" with a mountain lion and "get small" with a bear.

Notes

Slide 36

Discussion:

Are there other Hazards?

Are there other Methods?



Script:

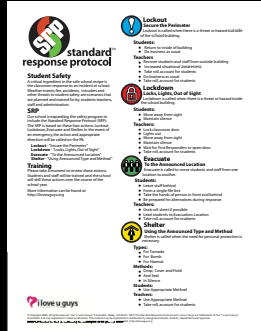
Are there other Hazards?

Are there other Methods?

Script Additions

Slide 37

Tell Parents



Presentation Tip

This concludes the main student/teacher presentation. You may choose to continue the presentation with the Evacuation Assembly instructions.

Notes

Script:

You've received this info sheet. Please tell your parents that you've received this presentation. Thank you.

Script Additions

Notes

Slide 38

Assembly

The Evacuation Assembly



Script:

At the evacuation assembly teachers should take roll.

Script Additions

Slide 39

Assembly Card

Red Card/Green Card/Med Card



Presentation Tip

There a variety of Assembly Cards.
If you use other than the
Red/Green/Med Card, note that
yours is similar to this.

Notes

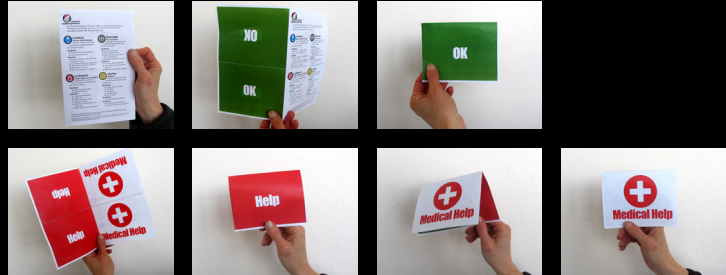
Script:

Teachers, this is the Red/Green/Med Card that we use at Evacuation

Script Additions

Notes**Slide 40**

Take Roll


Script:

Here's how to use it. At the evacuation destination, take roll and verify the status of your students.

If everything is okay, and you have no missing or extra students, then fold the sheet to show the Green Card and hold it where administrators and first responders can see it.

If you have missing or extra students or can give responders information, hold up the Red Card.

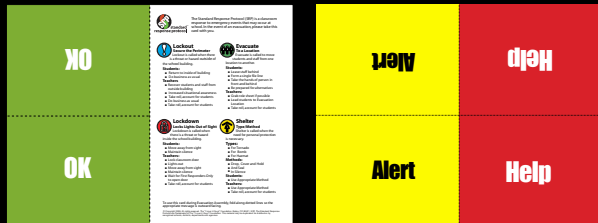
If you need medical assistance, hold up the Med Card.

Script Additions

Slide 41

Assembly Card

Red Card/Green Card/Yellow Card



Notes

Script:

Teachers, this is the Red/Green/Yellow Card that used at some schools.

Script Additions



Teachers, this is the Red/Green/Role Card that used at some schools.

Page 49

Slide 43

Scenarios

The SRP in Action



Lockout



Lockdown



Evacuate



Shelter



Presentation Tip

Some schools or districts may choose to extend the presentation and explore how the SRP would work with a couple of scenarios.

Notes

Script:

Let's take just a couple of minutes and discuss how the SRP works in action.

Script Additions

Notes

Slide 44

Scenario 1

Criminal Activity in the Area



Lockout



Lockdown



Evacuate



Shelter



Script:

Scenario 1

Criminal activity in the area

Staff Discussion Outline

Discuss SRP actions by all stakeholders if there were criminal activity in the area.

What type of activities would warrant actions?

Are there non-educational facilities nearby that might also take action? (Day care, Hospice, etc.)

How would actions differ if it was a dangerous animal nearby?

How would actions differ depending on the time of day?

Who would be notified, and how, based on events and time?

Script Additions

Slide 45

Scenario 2

Armed Intruder



Lockout



Lockdown



Evacuate



Shelter



Notes

Script:

Scenario 2

Armed Intruder

Staff Discussion Outline

Discuss SRP actions by all stakeholders if there were an armed intruder.

Evaluate your campus and how an intruder could gain entry.

Are there non-educational facilities nearby that might also take action? (Day care, Hospice, etc.)

How would actions differ depending on the time of day?

Describe actions if the intruder becomes barricaded.

Describe actions if there is more than one armed intruder.

How long would it take for law enforcement to arrive?

Who would be notified, and how, based on events and time?

Script Additions

Notes

Slide 46

SRP Review

Standard Response Protocol



Lockout



Lockdown



Evacuate



Shelter



Script:

The Standard Response Protocol.

It's four simple actions:

Lockout - Secure the Perimeter

Lockdown - Locks, Lights, Out of Sight

Evacuate - To a Location

Shelter - For Hazard, using Method

Thank you.

Script Additions

Slide 47



Adams12
Five Star Schools



Notes

Script:

This presentation would not be possible without the materials originated by Adams 12 Five Star Schools and the City and County of Broomfield Police and Emergency Manager's office.

Script Additions

Notes

Slide 48

Peace.

It does not mean to be in a place where there is no noise, trouble, or hard work.

It means to be in the midst of those things and still be calm in your heart.



Script:

Peace.

It does not mean to be in a place where there is no noise, trouble, or hard work.

It means to be in the midst of those things and still be calm in your heart.

Script Additions

Online Materials

Print-ready PDFs are available at <http://iloveguys.org>

The "I Love U Guys" Foundation is committed to providing downloadable resources free of charge to districts, departments and agencies. These materials are ready to go to your printshop, computer or video system. We also offer printing and disk duplication of these materials at competitive pricing.

Operational Guidance for Districts, Departments and Agencies

Available both in paperback size and in an 8 1/2 x 11 page size for incorporating into your school safety plan.

