

## GRP Summary Sheet for Teachers and Students

The General Response Protocol (GRP) has been designed (in collaboration with the “i love U guys” Foundation) to provide all schools with the direction they will take when an emergency incident occurs. At its core is the use of **common language** to identify the initial measures all school communities will take **until first responders arrive**. In every incident, school administrators will need to assess the unique circumstances that will affect how the GRP is implemented.

Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.



**Lockdown (Soft/Hard) – *Soft Lockdown* implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize to the designated command post for further direction. *Hard Lockdown* implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.**

**“Attention: We are now in Soft/Hard Lockdown. Take proper action.”**

**(Repeated twice over the PA system.)**

**Students are trained to:**

1. Move out of sight and maintain silence.

**Teachers are trained to:**

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off.
2. Move away from sight and maintain silence.
3. Wait for First Responders to open door, or until hearing the “All Clear” message: **“The Lockdown has been lifted”**, followed by specific directions.
4. Take attendance and account for missing students by contacting the main office.



**Evacuate – The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with “Attention”, followed by specific directions. (Repeated twice over the PA system.)**

**Students are trained to:**

1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. **Students in physical education attire WILL NOT return to the locker room.** Students without proper outdoor attire will be secured in a warm location as immediately as possible.

**Teachers are trained to:**

1. Grab evacuation folder (with attendance sheet and Assembly Cards).
2. Lead students to evacuation location as identified on Fire Drill Posters. **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS.**
3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Cards.



**Shelter-In – “Attention. This is a Shelter-In. Secure all exit doors.” (Repeated twice over the PA system.)**

**Students are trained to:**

1. Remain inside of the building.
2. Conduct business as usual.
3. Respond to specific staff directions.

**Teachers are trained to:**

1. Increase situational awareness.
2. Conduct business as usual.
3. The Shelter-In directive will remain in effect until hearing the “All Clear” message: **“The Shelter-In has been lifted”**, followed by specific directions.

**BRT members, floor wardens, and Shelter-In staff will secure all exits and report to specific post assignments.**