



EMERGENCY OPERATIONS PLAN

RESPONSE PROTOCOLS

The following provides common protocols and procedures when responding to a specific threat.

INITIAL RESPONSE

Crises are unexpected and unpredictable. These simple measures may be helpful in any emergency:

- ✓ **Safety is the prime concern, think of everyone's safety first.**
- ✓ **Act quickly and calmly.**
- ✓ **Remain factual when communicating with staff, students, community, and media.**
- ✓ **Think of the objectives and tasks needed to respond appropriately and identify key job functions needed for an effective response.**

CALLING 911

All adults in the building are empowered to call 911 without anyone's permission. When calling 911;

- ✓ **Identify yourself and provide an address.**
- ✓ **Identify the nature of the incident, specific location, and provide any other relevant information.**
- ✓ **Indicate number of victims, if any.**
- ✓ **Designate a person to meet responding police/fire/EMS units at a designated door.**

Use a landline phone before a cell phone if it is available. Always remain on the line until you are connected with a dispatcher.

EMERGENCY COMMANDS

Use clear commands when responding to an emergency.

For example:

- **Evacuate..... "Evacuate the Building"**
- **Lockdown..... "Lockdown, Lockdown"**
- **Shelter-in-Place..... "Clear the Halls and Shelter-in-Place"**
- **Room Clear..... "Clear this room and go to"**
- **Get Inside..... "Get Inside Now"**