

GWA Emergency Response Handout



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Get Inside. Lock Outside Doors"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveugays.org>

LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



HOLD IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.

STUDENTS:

- Remain in your classroom
- Do business as usual.

TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students



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Parent Communication

- You will need to opt-in to our communication platform, SchoolMessenger, to receive text messages. Please text “Y” (or “yes”) to 67587.
- You may receive a text, phone, or email message from GWA informing you of an emergency at the school along with important information.
- Go to the GWA website for updates: www.gwacademy.org
- We may also use media such as TV or radio to update you.
- Please do not call the school as it will interrupt the emergency response and recovery efforts there.

How will students be released for Reunification

1. QUICK RELEASE
 - a. The emergency may warrant a QUICK RELEASE (such as power shut down at the school).
 - b. Students will need to be picked up by their parents using regular carpool procedures.
2. CONTROLLED RELEASE
 - a. The emergency may warrant a CONTROLLED RELEASE (such as school building has been damaged, crime scene).
 - b. Follow signs to a Check-in area.
 - c. Fill out a Parent Reunification card for each child & show photo ID.
 - d. You will be directed to a Reunification area where your child will be brought to you.
 - e. Please note that this CONTROLLED RELEASE may occur at a site other than the school.
 - f. Check email and media stations for updates.

Everyday Safety - Checking in & Checking Students out

- All visitors are required to **sign in** at the front office.
- **Photo ID** may be required to pick up a student at any time other than the regular dismissal time.
- Students will be checked-out only to those adults who have prior approval from parents.
- Please make sure the school has your current contact information, including **updated cell phone numbers**, and the contact information of those adults who have your approval to pick up your child.