

August ____, 2015



Dear Parents:

At Plano ISD, the safety and well-being of our students is always a top priority. Complementing our long-established safety and security measures, our district has adopted the **Standard Response Protocol (SRP)**, which your child learned about today in school. Below is a summary of what students learned about the four specific actions that should be performed during an emergency.

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.

STANDARD RESPONSE PROTOCOL

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: 1) Lockout; 2) Lockdown; 3) Evacuate and 4) Shelter. In the event of an emergency, the action and appropriate direction will be announced or signaled at your child's campus.

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://iloveguys.org>.

LOCKOUT: SECURE THE PERIMETER

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

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

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

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