

# TOOLKIT TWO: ACT

## PREPARED, NOT SCARED



Posting and teaching of safety alerts to all school community members and visitors gives everyone a sense of empowerment and preparation in the event of an emergency. Here is an example of how basic safety alerts can be posted in a school for quick reference. Each alert scenario requires practice and direct instruction to ensure familiarity and increase success. This tool is based on the Standard Response Protocol, developed by I Love U Guys ([www.iloveuguy.org](http://www.iloveuguy.org)).

### EVACUATE

- For a fire, bomb, or other inside hazard:
- Calmly and quietly move to a safe meeting place
  - Take attendance

### LOCK DOWN

- For an intruder or inside emergency:
- Locks, lights, out of sight
  - Maintain silence
  - Take attendance



### SHELTER IN PLACE

- For an environmental or outside hazard:
- Duck, cover, hold in silence
  - Take attendance
  - Follow established procedures for hazard type (i.e., earthquakes vs. tornados)

### LOCK OUT/SECURE

- For an emergency outside or near the school:
- Everyone back inside
  - All doors and windows locked
  - Take attendance
  - Classes resume inside

Due to the similarity of the "Lockdown" and "Lockout" commands, we recommend either substituting "Lockout" with a command such as "Secure Perimeter" or simply adding "Secure Perimeter" to the end of the "Lockout" command.