



# HOLD-JOB ACTION SHEET

## INCIDENT OBJECTIVES:

- Identify and report a situation requiring a **HOLD** immediately to the Safety Team.
- Assess & stabilize the situation and initiate the short-term and long-term management plan.
- Identify & implement recovery strategies for the involved students, staff and building as a whole.
- Return the building to normal operations and communicate situation summary to all.

## ACTION STEPS: Tactics, Techniques & Procedures (TTPs)

### ALERT & WARN

- Use radio comms to alert Safety Team and provide initial direction for response.
- Make PA announcement followed by Valcom **HOLD** message.

### RESPOND:

- Isolate and contain the problem quickly. Keep others away from the problem area.
- Assess for additional safety concerns and take action appropriate action as needed.

### MANAGE:

- Establish and announce Incident Command.
- Stabilize the situation and delegate additional tasks as needed.
- Consider duration of event and any approaching time constraints or out-of-building activities.

### RECOVER:

- Evaluate the impact on staff and students. Determine short-term next steps.
- Consider partial return to normal operations.
- Account for all staff and students.

### COMMUNICATE:

- Communicate with Safety Team via radio and/or other methods. Bridge to EOPs channel if needed. Establish separate communication channels if needed.
- Communicate with Executive Director and/or District Security prior to **ALL-CLEAR**
- Make PA announcement followed by Valcom **ALL-CLEAR** message.



# SECURE-JOB ACTION SHEET

## INCIDENT OBJECTIVES:

- Identify and report a situation requiring a **SECURE** immediately to the Safety Team.
- Assess and stabilize the situation and initiate the short-term and long-term management plan.
- Identify and implement recovery strategies for the involved students, staff and building as a whole.
- Return the building to normal operations and communicate situation summary to all.

## ACTION STEPS: Tactics, Techniques & Procedures (TTPs)

### ALERT & WARN

- Use radio comms to alert Safety Team and provide initial direction for response.
- Make PA announcement followed by Valcom **SECURE** message.

### RESPOND:

- Sweep outside areas for staff and students. Secure all exterior doors.
- Assess for additional safety concerns and take action appropriate action as needed.
- Call for medical assistance or other urgent help as needed.

### MANAGE:

- Establish and announce Incident Command.
- Stabilize the situation and delegate additional tasks as needed.
- Consider duration of event and any approaching time constraints or out-of-building activities.
- Call for medical assistance or other urgent help as needed.

### RECOVER:

- Evaluate the impact on staff and students. Determine short-term next steps.
- Consider partial return to normal operations.
- Account for all staff and students.

### COMMUNICATE:

- Communicate with Safety Team via radio and/or other methods. Establish separate communication channels if needed. Bridge to EOPs channel if needed.
- Communicate with Executive Director and/or District Security prior to **ALL-CLEAR**



# LOCKDOWN-JOB ACTION SHEET

## INCIDENT OBJECTIVES:

- Identify and report a situation requiring a **LOCKDOWN** immediately throughout the school.
- Identify and implement recovery strategies for the involved students, staff and building as a whole.
- Return the building to normal operations and communicate situation summary to all.

## ACTION STEPS: Tactics, Techniques & Procedures (TTPs)

### ALERT & WARN

- Activate the **LOCKDOWN** alert/warning through one of three available methods.
- Make PA announcement via SchoolSAFE PA connection to confirm **LOCKDOWN** response.

### RESPOND:

- Sweep immediate area for staff and students. **LOCKDOWN** in safe area and secure doors.
- Self-Evacuate if circumstances allow. Take others with you.
- Scan Redbag and report any critical information. Prepare to verify your location upon request.
- Bridge radio channels using SchoolSAFE radio to communicate with District Security.

### MANAGE:

- Maintain radio communication with all radio users if safe to do so (low volume)
- Maintain situation awareness. Pre-prepare to evade or defend against an intruder.
- Prepare to transition to **HOLD**-after-**LOCKDOWN** (if safe) and/or possibly a Police led Evacuation
- Prepare to be evacuated and join Unified Command Post.

### RECOVER:

- Evaluate the impact on staff and students. Determine short-term next steps.
- Consider partial return to normal operations.
- Prepare for possible building evacuation and student reunification process and long-term recovery needs. Account for all staff and students.

### COMMUNICATE:

- Communicate with members of Unified Command before moving to **ALL-CLEAR**.
- Prepare to communicate with staff and parents at Reunification site.



# EVACUATION-JOB ACTION SHEET

## INCIDENT OBJECTIVES:

- Identify and report a situation requiring a **EVACUATION** immediately to the Safety Team.
- Move to pre-established **EVACUATION** assembly areas quickly.
- Return the building to normal operations and communicate situation summary to all.

## ACTION STEPS: Tactics, Techniques & Procedures (TTPs)

### ALERT & WARN

- Make PA announcement followed by Valcom **EVACUATION** message.
- Make additional PA announcements as needed.

### RESPOND:

- Sweep immediate area for staff and students and usher all to pre-determined **EVACUATION** assembly areas locations.

### MANAGE:

- Establish and announce Incident Command.
- Stabilize the situation and delegate additional tasks as needed.
- Consider duration of event and any approaching time constraints or out-of-building activities.
- Maintain situation awareness. Monitor areas for other possible security threats and dangerous weather conditions.

### RECOVER:

- Evaluate the impact on staff and students. Determine short-term next steps.
- Evaluate structure for any damage or follow-on safety issues (i.e. gas leaks, power lines down, etc.)
- Prepare for permanent **EVACUATION** and student reunification process and long-term recovery needs.

### COMMUNICATE:

- Bridge radio channels using SchoolSAFE radio to communicate with District Security. Move to separate channels if needed.
- Communicate with members of Unified Command before moving to **ALL-CLEAR**
- Prepare to communicate with staff and parents at Reunification site.



# SHELTER-JOB ACTION SHEET

## INCIDENT OBJECTIVES:

- Identify and report a situation requiring a **SHELTER** immediately to the Safety Team.
- Move to pre-established **SHELTER** locations quickly. Return the building to normal operations and communicate situation summary to all.
- Return the building to normal operations and communicate situation summary to all.

## ACTION STEPS: Tactics, Techniques & Procedures (TTPs)

### ALERT & WARN

- Make PA announcement followed by Valcom **SHELTER** message.
- Make additional PA announcements as needed.

### RESPOND:

- Sweep immediate area for staff and students and usher all to pre-determined **SHELTER** locations. These areas should be lower-level areas away from exterior glass windows and high ceilings.

### MANAGE:

- Establish and announce Incident Command.
- Maintain radio communication with all radio users and provide direction.
- Maintain situation awareness. Assess for additional safety concerns and take action appropriate action as needed. Call for medical assistance or other urgent help as needed.
- Listen for weather updates via Cisco phones, weather apps, or weather radio.

### RECOVER:

- Evaluate the impact on staff and students. Determine short-term next steps.
- Evaluate structure for any damage or follow-on safety issues (i.e. gas leaks, power lines down, etc.)
- Consider partial return to normal operations.
- Prepare for possible building evacuation and student reunification process and long-term recovery needs.

### COMMUNICATE:

- Bridge radio channels using SchoolSAFE radio to communicate with District Security. Move to separate channels if needed.
- Communicate with members of Unified Command before moving to **ALL-CLEAR**
- Prepare to communicate with staff and parents at Reunification site.