

Standard Response Protocol

1. What is Standard Response Protocol (SRP)

- a. The SRP is action-based, flexible, and easy to learn. It rationally organizes tactics for response to weather events, fires, accidents, intruders and other threats to personal safety.
- b. The benefits of SRP become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event.

2. Definition of Terms

- a. HOLD! In your room or area. Clear the halls.
 - i. Remain in the area until the “All Clear” is announced
 - ii. Close and lock the door
 - iii. Account for occupants and staff
 - iv. Do business as usual
- b. SECURE! Get inside. Lock outside doors.
 - i. Bring everyone indoors
 - ii. Lock outside doors
 - iii. Increase situational awareness
 - iv. Account for occupants and staff
 - v. Do business as usual
- c. LOCKDOWN! Locks, lights, out of sight.
 - i. Recover people from halls if possible
 - ii. Lock interior doors
 - iii. Turn out the lights
 - iv. Move away from sight
 - v. Do not open the door
 - vi. Maintain silence
 - vii. Prepare to evade or defend
- d. EVACUATE!
 - i. Lead evacuation to specified location
 - ii. Account for occupants and staff, notify if missing, extra or injured occupants or staff
- e. SHELTER! Hazard and safety strategy
 - i. Lead safety strategy

- ii. Account for occupants and staff notify if missing, extra or injured occupants or staff

3. Examples of Terms

- a. Hold: There is a medical emergency down the hallway. We want to keep the hallways clear so we hold staff and occupants until they are given the “All Clear”.
- b. Secure: There might be some police activity going on in the neighborhood. We are going to have all staff and occupants stay inside. No one is allowed out or in during this time. Building will resume as normal inside.
- c. Lockdown: There is an immediate threat to the building. Staff and occupants will lock the doors, turn off the lights, and remain out of sight.
- d. Evacuate: There could be a gas leak or a fire and staff and occupants need to evacuate the building and head to their evacuation site.
- e. Shelter: There could be a tornado. Staff and occupants are to shelter in place.

4. Emergency Action Plans (EAP)

- a. What are EAP's?
 - i. A written document that outlines the procedures employees should follow in case of a workplace emergency, such as a fire, natural disaster, or chemical spill, detailing how to evacuate, report emergencies, and who is responsible for specific actions during the crisis.
- b. Where to find EAP's?
 - i. EAP's are located on FC Net on the left-hand side of the home page click “Risk Management & Safety Resources” then select "Emergency Action Plans". The page that populates will have a drop-down and you can select the location you want the EAP for.

5. Yearly drills related to the SRP

- a. Evacuation Drill
- b. Lockdown Drill
- c. Shelter in Place