FAIRFIELD PUBLIC SCHOOLS

Emergency Response
Quick Guide

IN AN EMERGENCY:

Protect Life First

Call 911

Follow the Appropriate Standard Response Protocol (SRP)

Developed in partnership with the Fairfield Police Department School Safety Division

Priorities

1. Protect life.
2. Call 911 when appropriate.
3. Implement the appropriate Standard Response Protocol (SRP).
4. Notify the Main Office/Administration.
5. Remain calm and reassure students.

General Responsibilities

- Maintain supervision of students.
- Keep students together unless directed otherwise.
- Take attendance when practical.
- Report missing, injured, or additional students immediately.
- Follow directions from administrators and emergency responders.
- Do not share unconfirmed information.

Emergency Communications

- Use plain language whenever possible.
- Verify information before sharing it.
- Refer all media inquiries to Administration.

GENERAL INFORMATION / ALL INCIDENTS

Calling 911

Be prepared to provide:

- School name and address
- Nature of the emergency
- Exact location
- Number of injured or involved persons
- Description of suspects, vehicles, or hazards
- Your name and callback number

Key Reminders

- Emergency responders may arrive without prior notice.
- Do not leave students unattended unless necessary to preserve life.
- Preserve the scene when safe to do so.
- Do not use elevators during an evacuation unless directed by emergency responders.
- If in doubt, err on the side of safety and notify 911 or Administration.
- Follow the Incident Command established by emergency responders.
- Share only verified information as allowed by district policy.

Standard Response Protocol (SRP):
As Directed by Administration/Law Enforcement

Immediate Actions

- Take every threat seriously.
- Notify the Main Office/Administration immediately.
- Call 911 for any imminent or credible threat.
- Follow administrator direction.
- Do not use radios or public announcements if doing so may escalate the situation.

Notifications & Communications

- Main Office/Administration
- School Resource Officer (if assigned)
- 911 (when appropriate)

Key Reminders

- Preserve notes, emails, texts, social media posts, or other evidence.
- Document exact statements whenever possible.
- Do not dismiss threats as jokes.
- Do not investigate independently or confront the individual unless necessary to preserve life.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):

LOCKDOWN



Immediate Actions

- Initiate LOCKDOWN.
  - **Anyone can initiate lockdown. Should be done by the person observing the threat.**
- Lock classroom door. Remove magnet strip.
- Turn off lights & Move out of sight.
- Silence or turn off electronic devices.
- Barricade the door if necessary/safe to do so.
- Remain quiet.

Notifications & Communications

- Call 911 when safe.

Key Reminders

- Do not respond to fire alarms during a Lockdown unless there is an immediate life-threatening condition or directed by law enforcement.
- Do not open the door until released by law enforcement.
- If outside, evacuate away from threat when safe.
- Provide lifesaving aid when safe to do so.
- Prepare to evacuate if a safe opportunity exists.
- Follow law enforcement instructions immediately and be prepared to provide officers with critical information if contacted.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):
LOCKDOWN *(if applicable)*



Immediate Actions

- Call 911 (if necessary/applicable)
- Notify Main Office/Administration immediately.
- If safe, maintain visual observation of the individual and/or weapon until law enforcement arrives.
- Prevent others from entering the area when safe to do so.
- Follow administrator direction regarding SRP implementation.

Notifications & Communications

- Main Office/Administration
- School Resource Officer
- 911

Key Reminders

- Do not confront the individual unless necessary to preserve life.
- Do not touch, secure, or move the weapon.
- Keep others away from the area.
- Preserve the scene.
- Do not assume a weapon is fake or unloaded.
- Do not attempt to disarm an individual unless necessary to preserve life.
- Report any statements or threats made by the individual.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):
HOLD *(if applicable)*



Immediate Actions

- Notify the Main Office/Administration.
- Request assistance.
- Call 911 if necessary.
- Separate individuals if it can be done safely.
- Direct uninvolved students away from area.
- Request medical assistance if anyone is injured.

Notifications & Communications

- Main Office/Administration
- School Resource Officer (if assigned)
- 911 (when appropriate)

Key Reminders

- Protect uninvolved students by moving them to another supervised location when safe to do so.
- Provide first aid if needed.
- Preserve evidence.
- Document injuries and witness information.
- Avoid becoming physically involved unless necessary to prevent imminent harm.
- Preserve video evidence if known.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):
HOLD *(if applicable)*



Immediate Actions

- Assess scene safety.
- Call 911 if needed.
- Notify the Main Office/Administration.
- Request the School Nurse and AED if indicated.
- Apply the AED as soon as it is available, when indicated.
- Do not move the injured person unless there is immediate danger.
- Use appropriate PPE when available.

Notifications & Communications

- School Nurse
- Main Office/Administration
- Custodian (if cleanup of bodily fluids is required)
- 911 (when appropriate)

Key Reminders

- Provide first aid/CPR if trained.
- Assign someone to meet EMS.
- Keep students away from the area.
- Follow Bloodborne Pathogen procedures when exposure to blood or bodily fluids is possible.
- Protect the individual’s privacy.
- Follow district medication procedures.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):
HOLD *(if applicable)*



Immediate Actions

- Notify the Main Office/Administration immediately.
- Report the student's last known location.
- Maintain supervision of remaining students.
- Check nearby restrooms, common areas, and last known locations when directed.
- Preserve any belongings left behind.
- Follow administrator direction.

Notifications & Communications

- Main Office/Administration
- School Resource Officer (if assigned)
- 911 (when directed or appropriate)

Key Reminders

- Do not physically intervene in custody disputes unless necessary to protect against imminent harm.
- Preserve relevant information.
- Document the circumstances and timeline.
- Continue supervising remaining students while search efforts are underway.
- Immediately report any confirmed sighting.
- Maintain confidentiality.
- Do not discuss the incident with students, parents, or the media unless directed.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):
HOLD *(if applicable)*



Immediate Actions

- Remain calm.
- Notify the Main Office/Administration.
- Request Behavioral Health staff, School Counselor, School Psychologist, School Social Worker, School Nurse and/or School Resource Officer, if available.
- Reduce environmental stimulation.
- Remove potential weapons or dangerous objects when safe.
- Speak calmly using simple, clear language.
- Call 911 if there is imminent threat to safety.

Notifications & Communications

- Main Office/Administration
- Behavioral Health Staff
- School Resource Officer (if assigned)
- 911 (when appropriate)

Key Reminders

- Use calm, supportive communication.
- Allow personal space.
- Reduce stimulation, remove unnecessary spectators.
- Do not leave the individual alone if there is an immediate safety concern.
- Avoid physical intervention unless necessary to protect against imminent harm.
- Do not argue or challenge delusional beliefs.
- Give the individual time to respond.
- Consider the safety of everyone nearby.
- Physical restraint should only be used by trained personnel when authorized/necessary.
- Maintain your own safety & an accessible exit.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):
EVACUATE or **SHELTER** *(if applicable)*



Immediate Actions

- Notify the Main Office/Administration.
- Call 911.
- Close doors to isolate the hazard when safe.
- Shut off ignition sources only if safe.
- Follow directions regarding evacuation or shelter.

Notifications & Communications

- Main Office/Administration
- 911

Key Reminders

- Avoid the affected area.
- Do not activate electrical switches if a gas leak is suspected.
- Do not touch spilled or leaking substances.
- Avoid breathing fumes or vapors.
- Keep students together.
- Await further instructions before re-entering the building.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):

EVACUATE



Immediate Actions

- Activate the fire alarm.
- Evacuate using the nearest safe exit.
- Close doors behind you.
- Do not use elevators.
- Assist individuals requiring additional support.
- Check adjacent areas for occupants when safe before exiting.

Notifications & Communications

- 911
- Main Office/Administration
- Report fire location if known.

Key Reminders

- If smoke is present, stay low while evacuating.
- Move to the designated assembly area.
- Take attendance.
- Report missing persons immediately.
- Stay at least 300 feet from the building unless directed otherwise.
- Never re-enter to retrieve personal belongings.
- Do not re-enter until authorized.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):
As Directed by Administration/Law Enforcement

Immediate Actions

- Notify the Main Office/Admin immediately.
- Call 911.
- Preserve all available information.
- If received by phone, keep the caller on the line as long as possible.
- Record the exact wording of the threat.
- Note caller ID/phone number, voice characteristics, accent, tone, and background sounds.

Notifications & Communications

- Main Office/Administration
- 911

Key Reminders

- Do not touch or move suspicious items.
- Isolate the area and keep others away.
- Do not activate the fire alarm or evacuate unless directed.
- Avoid using radios or cell phones near a suspected device when instructed by responders.

Swatting / False Threats

- Threats may be deliberately fabricated to provoke an emergency response (“swatting”).
- **Treat all threats seriously and immediately report them. Do not attempt to determine if a threat is legitimate.**
- Preserve caller information, messages, emails, social media posts, screenshots, phone numbers, and other evidence.
- Follow the SRP and other instructions provided by Administration and/or Law Enforcement.
- Do not spread or repost threat information, images, or rumors.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):
SECURE *(if applicable)*



Immediate Actions

- Notify the Main Office/Administration immediately.
- Call 911 if criminal activity or immediate danger exists.
- Observe from a safe location.
- Ask for identification only if safe and appropriate.
- Maintain visual observation until responders arrive, if possible.
- Do not allow entry into the building.
- Initiate SECURE action if appropriate.

Notifications & Communications

- Main Office/Administration
- School Resource Officer (if assigned)
- 911 (when appropriate)

Key Reminders

- Provide a detailed description and last known location.
- Do not physically confront unless necessary to preserve life.
- Report direction of travel if the individual leaves.
- Note clothing, physical description, and direction of travel.
- Report any vehicle description or license plate information.

When safe, account for all students and staff and report missing or injured persons immediately.

Standard Response Protocol (SRP):
SHELTER *(if applicable)*



Immediate Actions
- Implement SHELTER when necessary and applicable.
- Move to the designated shelter area.
- Stay away from windows and exterior doors.
- Bring attendance roster and emergency supplies if readily available.
- Assist individuals requiring additional support.

Notifications & Communications
- Main Office/Administration
- 911 (if necessary)

Key Reminders
- Take attendance.
- Remain sheltered until the all-clear is given.
- Monitor official instructions.
- Avoid windows, skylights, and large open-span rooms.
- During a tornado, kneel facing an interior wall, cover your head and neck, and remain in place until the all-clear.

When safe, account for all students and staff and report missing or injured persons immediately.

Fairfield Public Schools Emergency Guide

STANDARD RESPONSE PROTOCOL (SRP)

The **Standard Response Protocol (SRP)**, developed by the *I Love U Guys Foundation*, identifies five key actions: **Hold, Secure, Lockdown, Evacuate,** and **Shelter.**

When communicating these actions, **each Action is followed by a "Directive."** These clear, simple terms describe what staff and students should do rather than focusing on the cause of the emergency.

Action	Directive	Typical Examples
 **Hold**	**In Your Room or Area. Clear the Halls.**	Medical emergency, fight, police investigation
 **Secure**	**Get Inside. Lock Outside Doors.**	Police activity nearby, wildlife, suspicious person outside
 **Lockdown**	**Locks, Lights, Out of Sight**	Active aggressor, armed subject, violent intruder
 **Evacuate**	**To Location**	Fire, gas leak, explosion, structural issue
 **Shelter**	**Hazard and Safety Strategy**	Tornado, severe weather, hazmat plume

Standard Response Protocol (SRP)

Public Address Example Scripts

Action	Script
 **Hold**	**Hold in your Room or Area. Clear the halls.** *Can be modified for a specific wing/area only:* i.e.: “Hold in the Kindergarten Wing. Clear the halls.”
 **Secure**	**Secure! Get inside. Lock outside doors.**
 **Lockdown**	**Lockdown! Locks, Lights, Out of Sight!**
 **Evacuate**	**Evacuate to the (location)**
 **Shelter**	**Shelter for [Hazard Type]. [Safety Strategy]** (i.e. Shelter for Hazmat! Seal your Rooms)

SCHOOL INFORMATION / CONTACTS

SCHOOL INFORMATION

School Name: _____

School Address: _____

Main Office: _____

Principal: _____

Assistant Principal: _____

School Nurse: _____

School Resource Officer: _____

Behavioral Health Contact: _____

BUILDING EMERGENCY CONTACTS

Facilities/Custodian: _____

Transportation: _____

IT Support: _____

IMPORTANT LOCATIONS

Primary Evacuation Area:

_____

Secondary Evacuation Area:

_____

NOTES

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