DISTRICT OFFICE
1970c Easton Turnpike
Lake Ariel, Pennsylvania 18436

WESTERN WAYNE
SCHOOL DISTRICT

Dear Parents and Guardians,

We want to inform you that our school district has adopted the Standard Response Protocol (SRP) for the 2025-2026 school year. The safety of our students and staff is our highest priority, and we believe the SRP will help us respond to and communicate during emergency situations more effectively.

What is the Standard Response Protocol?

The SRP is an action-based, all-hazards approach to school safety. Instead of using different procedures for every possible scenario, the SRP provides clear, consistent language and actions for five specific emergencies:

- **Hold**: This is used when an event in a hallway or other area requires students and staff to remain in their current location to keep the hallways clear.
- **Secure**: This is used when there is a threat or hazard outside of the school building, and we need to bring everyone indoors.
- **Lockdown**: This is used when there is an active threat inside the school building, and we need to secure individual rooms and keep occupants quiet and out of sight.
- **Evacuate**: This is used when it is necessary to move students and staff from one location to another, such as during a fire drill or other emergency.
- **Shelter**: This is used for personal protection from a hazard, such as a tornado or a hazardous material spill.

Why the Change?

The SRP offers several key benefits:

- **Standardized Language:** It provides a common vocabulary for students, staff, and first responders, ensuring that everyone understands the required actions.
- **Clear and Simple:** The actions are simple, predictable, and easy to remember, which helps build "muscle memory" for a quick and appropriate response in a crisis.
- **Flexibility:** The protocol is based on the required response, not the specific scenario. This flexibility allows us to handle a wide range of situations effectively.

How Can You Help?

While we hope to never use these protocols in a real emergency, we will be conducting drills throughout the school year to ensure our students and staff are prepared.

In the event of a real emergency, we ask that you please do the following to help us keep everyone safe:

- **Do not come to the school.** Doing so could put you at risk and may interfere with the emergency response efforts of first responders.

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- **Do not call or text your student's cell phone.** This may put them at risk or compromise their safety during a critical moment.
- **Wait for official communication.** We will use our school district's notification system (e.g., email, text, website) to provide you with timely and accurate updates and instructions.

Thank you for your support and partnership in keeping our school community safe. If you have any questions about the Standard Response Protocol, please do not hesitate to contact your child' school.

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STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.